

JOB DESCRIPTION
FOR ILM WAYS TO WORK 2018/19

Title: Communications Assistant
Reports to: General Manager
Based at: The Higher Space, 10 Cotton Street, Liverpool, L3 7DY
Wage: In line with National Minimum Wage for the age of the person
Contract: 13 months (12th November 2018 – 11th December 2019) Fixed Term PAYE.

Purpose:

The Communications Assistant will shadow and work closely with the General Manager to ensure Wired have a constant presence to the general public.

New skills gained by the participant will include:

- Communication skills including; Telephone, e-mail and face to face meetings
- In house training
- Practical skills in media and arts project development and delivery
- Digital documentation and evaluation skills;
- Experience of working in a medium sized organisation

During the course of the job the post holder will shadow the General Manager and support them in updating and creating content on our website, interactions via social media channels including Facebook, Twitter, YouTube and Instagram. As we are an NPO they will help collect and collate data required for Arts Council reporting. They will also assist other staff and freelancers in the development of PR and marketing activities that promote and make visible the work of the organization with a primary focus on our regular newsletters.

Responsibilities:

- Supporting the General Manager in updating and creating content on the website
- Assisting the team with the company's social media communications
- Assist with the collation of our social media engagement
- Assist with the creation of our regular newsletters
- Assist with NPO data collation and reporting
- Upload audio and video material
- Have due regard for Wired's Single Equality Action Plan.
- To attend all company meetings
- To undertake training where required (both in house and external)

Experience & Knowledge:

- Have a basic understanding of Social Media systems
- Basic understanding of computer software such as Word and Excel
- Understanding the roles and functions of communications;

Other Requirements:

- Self-motivated
- Excellent organisational skills
- Commitment to Equality & Diversity