

## VACANCY

### Communications Assistant

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|------------------------------|---|
| <b>Department:</b>           | Communications                                |
| <b>Reports to:</b>           | Communications and Marketing Manager          |
| <b>Direct Reports:</b>       | None  |
| <b>Designation:</b>          | Temporary – 6 month fixed term contract (5)   |
| <b>Salary:</b>               | Up to £8.60 per hour                          |
| <b>Hours:</b>                | 37.5 hours – Monday to Friday 8:45am – 4:45pm |
| <b>Benefits / Equipment:</b> |   |

- 28 days holiday inc Bank Holidays (210 hours)
- Access to Newlife Pension Scheme
- Staff discount after 12 weeks
- Access to Childcare Voucher Scheme
- Health Cash Plan at level 1 upon completion of probationary period
- Lanyard
- Access to Dept iPad

#### **About Newlife:**

Newlife's mission is to save and the change the lives of disabled and terminally ill children, across the UK.

We have over 25 years of success and we continue to help these children and their families, by funding:

- a free national Nurse manned helpline
- specialist equipment grants
- emergency equipment loans
- child health research
- campaigning for change
- 'training into work' opportunity for disabled adults
- environmental protection.

You can find out more about Newlife the Charity for Disabled Children by visiting our website:

[www.newlifecharity.co.uk](http://www.newlifecharity.co.uk)

#### **Post Summary:**

Providing day to day support to the Communications Department this role includes providing communications and marketing support to various departments. Working closely with the Communications Team you will communicate the key messages of the Charity.

We are looking for someone with excellent design ability, written and oral communication skills who can engage quickly and effectively with people across the whole business and who is driven by a passion for the Charity's cause and motivated by the challenge of achieving challenging objectives.

If you feel you have the essential (must have) requirements and can also demonstrate a significant number of points from the desired (could have) requirements shown, please apply.

## **Essential Requirements:**

- Relevant experience in design and/or relevant qualifications.
- Creative portfolio digital or print.
- Extensive experience in layout of all major digital mediums and print media.
- Excellent design creativity with an eye for detail.
- Attention to detail.
- Experience and high capability in the use of Adobe CC Suite
- Some Photography Skills
- The ability to work as part of a team with a supportive and motivational approach.
- Passion and enthusiasm for the role.
- The ability to be self-driven and use your initiative to prioritise a challenging workload to work in a timely manner to meet deadlines.
- Excellent personal communication skills, able to engage at all levels quickly and confidently.
- A desire to work flexibly to achieve own objectives- proven ability to organise, prioritise and manage own time effectively even when under pressure.
- Confidence to deal with general enquiries over the telephone and via e mail.
- Well-developed Admin and IT skills.
- Able to create and maintain proper records.

## **Desirable Requirements:**

- Experience working for a charitable or not for profit organisation

## **Primary Responsibilities:**

In respect of Newlife you will have responsibility for:

- Drafting print and digital communication within deadlines.
- Working on planned, internal and external, communication and marketing tasks and updating regularly on progress as required.
- Creating brand assets and materials (posters, flyers, booklets etc) for external communication.
- Working with the Social Media Team Leader to monitor social media channels, responding to messages and comments and schedule posts.
- Creating social media graphics/posts per channel.
- Scheduling social media messages for delivery that fit with the social media strategy.
- Presenting and responding to customer queries.
- Understanding target audiences and acquiring data to fit strategies.
- Helping define strategies for communication across different media and target audiences.
- Daily - In Store Offer Screens
- Day to day administration – Ordering materials
- Taking and editing photographs where required for the organisation.
- Keeping full and proper records which can include; capturing KPI information, reviewing social media appeals and analysing and organising data capture.
- Liaising with relevant departments in order to successfully execute duties and achieve objectives accordingly.
- Attending meetings and producing notes and actions when required.

## **Additional Responsibilities / Expectations:**

- Maintain the Mission Vision and Values through work.
- Ability to work flexibly in relation to hours (when required with notice).
- Work in accordance with all internal policies and procedures.
- Adhere to all Health and Safety policies and procedures and use all equipment in a safe and appropriate manner.
- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity
- The commitment to be part of the culture of what makes Newlife different and successful.
- Ability to build good appropriate relationships with people at all levels while maintaining confidentiality and respect of your colleagues.
- Any other duties as required from time to time.

## **Notes:**

All offers of employment will be made subject to satisfactory references being received.  
All Newlife roles are subject to a 6 months probationary period.

**Our Values:**

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.
- Leading in our field - to make things better.
- People at our heart - every day.

**Interested?**

Find out more about Newlife by visiting [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk) and [www.newlifestores.co.uk/landing/](http://www.newlifestores.co.uk/landing/) or see what current employees say by visiting [www.newlifecharity.co.uk/docs/about/employment.shtml](http://www.newlifecharity.co.uk/docs/about/employment.shtml)

**To apply:**

Submit a Newlife Application Form which is available from our website, by calling The People Team (01543 431495) or by visiting the SuperStore in Cannock, via online submission, by email to [peopleteam@newlifecharity.co.uk](mailto:peopleteam@newlifecharity.co.uk) or by post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF. Alternatively you can send us your CV.

If you have any problems with completing the application form or would like further information please email or call the People Team.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

**Other Info:**

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales

