

## JOB DESCRIPTION

### Communications Assistant (Internship)

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#### Job Details

Job Title	:	Communications Assistant (Internship)
Reports to	:	Digital and Events Manager
Term	:	Full time, 12-month contract
Location	:	Home based, with co-working space available in Bristol, London or Sheffield
Salary	:	£18,018 - £20,111 (dependent on location)

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#### Job Purpose

This role provides a chance to work in a fast-paced environment where you can see your work affecting change in the world. Reporting to the Digital and Events Manager, the postholder will be part of a small, but experienced and motivated, communications team - learning how to develop content, manage complex events, run social media campaigns, write and edit copy and oversee detailed stakeholder engagement activities, among many other things. The postholder will be buzzing with enthusiasm to learn, a brilliant communicator (in writing as well as in person), highly self-motivated and able to work in a virtual team effectively. Some work experience and evidence of your ability to manage your time well and bring new ideas and new ways of thinking will also be key.

This internship is a positive action initiative, and is for somebody of Black, Asian, minority ethnic or mixed-race background. FFCC is committed to diversity, equality and inclusion and celebrates these qualities as essential principles of a fair and sustainable society. We understand that our organisation, along with the sectors in which we work, is not representative of the diversity of UK countries and we are taking steps to address this.

#### Key Tasks and Responsibilities

- Contribute to the writing and editing of impactful copy that can be used across a range of channels, including website news stories, blogs, social media posts and newsletters.
- Assist the execution of the social media engagement strategy, helping to find new ways to grow audience, engagement, reach etc. across different channels and support impact assessment and management.
- Co-ordinate key elements of stakeholder engagement (including assisting the production and distribution of FFCC's regular e-bulletin and newsletter, management of database, email marketing etc.)
- Assist with the organisation and management of events, both virtual and in person, including workshops, webinars and focus groups.
- Gather and disseminate information internally to ensure the team is aware of updates, news and events.
- Manage key admin tasks for the team (e.g. general enquiries email inbox, calendar updates, meeting co-ordination etc.)

#### Person Specification: Knowledge and Skills Required

##### Essential

- Articulate, engaging and accurate communication skills, both written and verbal, with the ability to communicate confidently and effectively with a wide variety of stakeholders.
- Educated to degree level or equivalent, with demonstrable interest in communications.
- Excellent organisational skills, with the ability to plan, prioritise and manage multiple tasks simultaneously.
- Strong IT and digital communication skills, with experience of writing content for social media channels including Twitter, Facebook and LinkedIn.
- Comfortable working alone, and virtually, demonstrating initiative, self-direction and motivation, and as part of a virtual networked team.
- Interest in the aims and ethos of FFCC.

**Desirable**

- Experience of organising meetings and events, both virtual and in person.
- Experience of using online marketing, social media and/or design platforms.
- Good news sense, with interest in current affairs and emerging communications ideas.

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The job holder will be expected to undertake any other reasonable duties as requested by their line manager and commensurate with the job grade. This job description forms part of your contract with FFCC.