



Job description

Job title:	Communications Assistant
Location:	Burlington House, London [Remote working available but some onsite working will be necessary once feasible.]
Hours:	28 hours per week 4 days per week (Tuesday - Friday) Hours of work 9am – 5pm.
Reporting to:	Communications and Events Manager
Salary:	Pro rata £20,260 per annum

Job Summary

We are looking for a Communications Assistant to assist the Communications and Events Manager in delivering digital content including social media, digital content creation, event delivery through live streaming and administration, and e-newsletters and mailings. This role will support the Events programme and help to develop our regional and international offering.

Main activities and responsibilities

These include but are not limited to:

Social Media

- Assisting the Communications and Events Manager in planning, sourcing, and producing content for our social channels
- Maintaining a calendar of remarkable and compelling multimedia content and campaigns
- Conduct social listening, ensuring that we are regularly monitoring relevant conversations and identifying opportunities for engagement.
- Help us to identify and explore new channels and opportunities.

- Keep abreast of developments in the sector as well as the wider digital landscape.

Events

Assist the Communications and Events Manager with the event programme.

- Assist with the promotion of all events on social media.
- Assist with the promotion all events to relevant organisations, mailing lists and event bulletins.
- Assist with the administration of events including booking enquiries.
- Attend and host events online where necessary.
- Liaise with speakers and event organisers.

Communications

- Send monthly e-mailings event updates to our mailing lists.
- Send weekly event reminders to attendees.
- Help to develop our regional and international Fellows' groups and assist with the creation of an event programme for these groups.

Society wide

Play a part with other staff in promoting the Society to external audiences and be an effective advocate of the Society and its objectives. Assist with the delivery of membership scheme vision.

Other duties

- Administration duties
- As appropriate, represent the Society at events.
- Other tasks as designated by the Communications Manager.

SPECIFICATION

Qualifications

- A degree in marketing, communications, or equivalent subject area.

Essential Attributes

- Minimum 2 years' experience of working in communications.

- A strong understanding of social media platforms and experience of using social media as a brand.
- Excellent written English, adaptable to our tone of voice
- Experience of creating and presenting social media performance reports.
- Experience using live streaming platforms including Zoom and YouTube.
- Experience using Mailchimp or similar email marketing platform.
- Good organisational, time management and planning skills.
- Strong interpersonal and relationship management skills
- A technical mindset, able to grasp new systems quickly and make the most of them.
- Knowledge of copyright and intellectual property issues related to digital content.
- Attention to detail: ability to work accurately, methodically, and successfully to deadlines.
- Excellent oral communication and confident public speaking.
- Good communication and interpersonal skills and the ability to build good working relationships with a range of people from different backgrounds.

Please email your completed application and equal opportunities monitoring form to communications@sal.org.uk before the noon on 12 May 2021.