



## JOB DESCRIPTION

### COMMUNICATIONS ASSISTANT

<b>Hours:</b>	25 per week
<b>Reporting to:</b>	Corporate Engagement Officer
<b>Project:</b>	Core

#### MAIN PURPOSE OF POST:

To support the charity in the effective implementation of its internal and external communications strategy. Provide key administrative support across a range of communications activity including website, social media, advertising and marketing publications.

#### DUTIES:

- Liaise with members of staff to collate and publish information for web and social media sites including, Facebook, Twitter, Google+, YouTube, LinkedIn Pinterest and Instagram
- Create new social media pages for specific projects as required
- Support with the maintaining and updating of Learning Partnerships' website
- Responsible for regular posts/tweets to all applicable social media outlets
- To create and update a regular blog
- Use social media marketing techniques to increase awareness, membership and interest in Learning Partnerships
- Look at new and alternative ways to increase social media activities
- Support with the production of the charity's annual review, newsletter and other marketing publications as required
- Keep up to date with social media developments, trends and changes and implement where appropriate
- Taking photographic and video content to promote the projects
- Ensure that information received has all relevant signed permissions
- Support with general administration duties as required

#### GENERAL:

- Ensure deadlines are met and high standards and accuracy are maintained
- Attend internal and external meetings and other key functions as required
- Identify self-development needs and training
- To perform in a professional and appropriate manner at all times as a representative of Learning Partnerships.
- To adhere to Learning Partnerships internal policies and procedures.

Created by:	L Metcalf	Date: 23 <sup>rd</sup> August 2021
Reviewed by:	C O'Grady	Date: 23 <sup>rd</sup> August 2021
Approved by:	Executive Team	Date: 23 <sup>rd</sup> August 2021
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