

TRANSFORMATION CORNWALL⁺

Strengthening Faith Based Social Action in Cornwall

Communication & Administration Assistant

Home-based: possible 'hot desk' available in Truro (*as Covid 19 restrictions allow*).

HOURS: 8 hours per week (with the intention to be split over 2 or 3 days)

SALARY: £5000 pa

START DATE: July 2022

CONTRACT TO: 30th June 2023

Transformation Cornwall is recruiting an experienced Communication & Administration Assistant for its work with faith based social action projects across Cornwall.

The Communication & Administration Assistant will be part of a small team working closely with the Project Manager and Project Worker.

Must be able to demonstrate:

- Excellent organisational skills.
- Proficient IT and social media skills
- Strong communication skills, able to work with groups of people from a wide range of backgrounds and abilities
- A well organised and flexible team player
- Able to work effectively and with attention to detail both alone or as part of a team
- Well organised and transparent record keeping

The Communication & Administration Assistant is a key role for the Transformation Cornwall team. We are experiencing a time of growth and this role is essential to help increase our capacity to respond to community needs across Cornwall

For Application Pack please go to our website:

<https://transformation-cornwall.org.uk/resources/now-hiring-communication-administration-assistant>

Email applications only.

Closing date for applications:

Wednesday 22nd at 12 noon

Interviews:

Wednesday 29th June 2022

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Transformation Cornwall: Communication & Administration Assistant

HOURS: 8 hours per week (with the intention to be split over 2 or 3 days)

LOCATION: Home based with possible 'hot desk' in Truro.

SALARY: £5000 pa

HOLIDAY ENTITLEMENT: 5.6 days pa

ACCOUNTABLE TO: Programme Manager

TRANSFORMATION CORNWALL:

Our organisation builds on our foundations of Christian values helping to strengthen communities across Cornwall. We have a vision to See Faith at the Heart of Flourishing Communities in Cornwall and a mission to strengthen faith-based social action in Cornwall.

We work to support groups in tackling poverty and exclusion in Cornwall through our:

1. Meet the Funders Programme providing innovative conferences and workshops to inform, inspire and strengthen community projects.
2. 1:1 work with individual churches, faith groups and grassroots organisations in Cornwall.
3. Strengthening links between faith based and non-faith organisations

OVERALL ROLE AIM:

To provide a wide range of communication and administration support to the Transformation Cornwall team. Contributing to the overall delivery of our TC communications plan, including leading on the monthly newsletter, and contributing to the maintenance and creation of engaging content for our website and social media channels.

RESPONSIBILITIES:

- To maintain lead responsibility for the TC database, updating and developing effective systems and ensuring compliance with data protection legislation.
- Take lead responsibility for the TC communications calendar.
- Supporting the team with impact reporting: gathering and collating stats, feedback & stories, as well as creating and submitting reports
- To take on a key role in the organisation of TC online and in-person events including contributions to the planning, design, promotion and delivery.
- Contribute to the planning, design and delivery of effective TC social media content to help to build our reach, including graphics and social media.
- To work closely with the Project Worker to develop our thematic toolkits.
- Encourage the wider team to contribute to TC comms through posts, photos, case studies, and stories.
- Use various digital tools to help maintain and promote Transformation Cornwall's brand, including Canva, social media scheduling tools, and events-based platforms.

TRANSFORMATION CORNWALL⁺

Strengthening Faith Based Social Action in Cornwall

- Bring together materials for and create the TC monthly newsletters and Diocese newsletter contributions.
- Explore new avenues to lift TC's profile, encourage engagement and partnerships with the organisations, enhance our message and showcase our activities.
- Support the team to gather, signpost and share relevant information and knowledge with Transformation Cornwall members and community partners.
- Update partner platforms with events and information ie Cornwall Link, VSF, CTC ect.
- Strengthen effective internal communications between the team, trustees and community partners.
- Regularly (monthly) update the TC website with relevant content, prompting other staff when updates are needed.
- Operating as part of the wider TC team, offering mutual support. • Arranging venues and catering as necessary.
- Attendance at TC events may sometimes be required, alongside additional events related to the joint partnerships of TC.
- To carry out other relevant duties, as required, under the direction of the TC Programme Manager.

Person Specification

The Communication & Administration Assistant role is a key role for the Transformation Cornwall team. We are experiencing a time of growth and this role is essential to help increase our capacity to respond to community needs across Cornwall.

Skills/Aptitudes:

- Excellent organisational, IT and social media skills
- Strong communication skills, able to work with groups of people from a wide range of backgrounds and abilities
- A well organised and flexible team player
- Able to work effectively and with attention to detail both alone or as part of a team
- Well organised and transparent record keeping

Knowledge/Experience:

- Empathy with the church's mission, particularly in enabling churches to become more engaged with their local community and to tackle poverty
- Experience of developing, designing effective social media and online content.
- Strong links and understanding of local networks in Cornwall
- Knowledge and understanding of the impact of rural poverty and deprivation in Cornwall
- Experience of record keeping and data management/processing
- Experience of developing communications and inputting to a wider communications strategy

Personal Attributes:

- Self-motivated and enthusiastic
- Open, friendly and inclusive approach to working with people
- Commitment to anti-discriminatory practice in all aspects of work
- Aware and supportive of the needs of working in ecumenical relationships across a broad spectrum of Church traditions and Christian groups

Other:

- To attend regular team meetings, providing admin support as required.
- To attend regular supervision meetings with the Project Manager.
- To attend relevant training as required
- To work collaboratively, as part of a team, sharing skills and experience to ensure the best outcome for the organisation or group we are working with