

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: Project Manager

TRANSFORMATION CORNWALL:

Transformation Cornwall is an ecumenical charity, strengthening faith based social action in Cornwall. We support churches, people and community groups (regardless of faith or no faith) who want to tackle poverty, deprivation and disadvantage in Cornwall.

Our vision is to see faith in action at the heart of flourishing communities in Cornwall.

Transformation Cornwall works in 3 ways:

1. Delivering the Meet the Funders Programme
2. 1:1 work with churches and faith groups in Cornwall
3. Strengthening links between faith and mainstream 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, film and podcast content to help to build our reach.
- To work closely with the Project Worker to develop our 'Tools for Change' thematic toolkits.
- Encourage the wider team to contribute to TC comms through posts, photos, case studies and stories.

TRANSFORMATION CORNWALL⁺

Strengthening Faith Based Social Action in Cornwall

- Support the team to gather, signpost and share relevant information and knowledge with Transformation Cornwall members and community partners.
- Strengthening effective internal communications between the team, trustees and community partners.
- Regularly updating the TC website with relevant content and 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 partnership of TC.
- To carry out other relevant duties, as required, under the direction of the TC Project 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