



Communications and Administration Assistant Job description

Hours: 28 hours per week

Salary: £17,138 (FTE £21,423)

Pension: 10% employer contribution

Location: 166 Buchanan Street, Glasgow, G1 2LW (homeworking while Covid-19 lockdown measures are in place)

Responsible to: Policy Manager

The post is fixed term, funded until 30 September 2021, with potential extension depending on funding.

Purpose

To co-ordinate Close the Gap social media channels and websites, and support wider communications work. To contribute to the work of Close the Gap by providing administrative support.

Main duties

- Co-ordinating the Close the Gap websites and social media channels;
- Developing Close the Gap's profile on LinkedIn to build networks with the business community and other stakeholders, and share information about our tools and resources;
- Identifying opportunities to profile Close the Gap's work to new and existing audiences;
- Undertaking administration tasks such as organising meetings, office procurement, minute taking, and other administration tasks as required.
- Diary management for the Executive Director;
- Supporting the planning and delivery of events;
- Assisting with the development of publications and digital outputs; and



- Working closely with Close the Gap colleagues, contributing to work that will advance women's labour market equality.

Person specification

Essential

- Commitment to women's labour market equality.
- Experience of using social media in a professional capacity, including LinkedIn.
- Administration experience including meeting organising, minute taking and diary management.
- Strong organisational skills and the ability to plan, manage and prioritise workload while meeting deadlines.
- Sound written and verbal communication skills, including the ability to write for a range of audiences.
- Proficient ICT skills with the ability to use Word, Excel and other Microsoft Office software.
- Experience of planning and delivering events.
- Ability to work on own initiative, requiring minimal supervision.
- Ability to work within a small team.

Desirable

- Knowledge of business community networks
- Experience of web editing, including CMS systems
- Experience of marketing
- Experience of social media analytics
- Experience of using Adobe Acrobat DC

