**Graduate Role – Communications and Information Assistant – Role Description**

Due to the terms of conditions of funding for this post, an eligible person must meet all of the following criteria:

* Educated to Graduate Level
* Inverclyde resident who is unemployed/unwaged (no minimum length), or who is moving to a new employer to a job that will increase their salary and/or hours.
* Have a legal right to live and work in the UK.

**Location:** The role is currently based within Greenock; however, the job location may move within the Inverclyde Council area. Some work outside of the Inverclyde area should be expected.

**Reports to:** Communications Lead /or other manager

**Salary**: £18,000 - £22,500 dependant on experience

**Contract type:** 18 month fixed-term contract

**Hours:** 35hrs per week, normally 9-5 Monday-Friday however some evening and weekend work may be required. Part time working/consultancy will also be considered for the right candidate.

**The Role**

We’re looking for an ambitious and enthusiastic comms and information assistant to support the team with a number of exciting projects.

As Inverclyde’s third sector interface, CVS Inverclyde offers a dynamic place to work where you can make a positive difference to the local community.

This is a great opportunity for a graduate or someone looking for an entry-level role to start their career in communications. The successful candidate will have the opportunity to lead on specific projects and also gain wider comms experience.

The purpose of the role is to assist the communications officer and wider CVSI team in promoting our work while also telling the story of Inverclyde’s incredible third sector and positive the impact it makes.

One of the important responsibilities the postholder will have will be managing the Inverclyde Life website and social media.

# Specific Duties and Responsibilities

The specific duties and responsibilities of the role-holder will vary upon demand and the needs of customers. However, it would be reasonable to expect that the following would form part of regular duties:

* Manage the Inverclyde Life website making sure content is up to date, accurate and engaging.
* Reach out to and work with third and public sector organisations in Inverclyde to help them list their services on Inverclyde Life.
* Write content for the Inverclyde Life website such as blogs.
* Create a social media strategy for the Inverclyde Life social media pages.
* Write reports based on data and analytics from our websites and social media.
* Support the communications officer with day-to-day comms tasks and creating communications strategies.
* Work with colleagues from across CVS Inverclyde to offer comms support when needed.
* Offer comms support to third sector organisations in Inverclyde when needed.

**Person Specification**

**Qualifications & Experience**

**Essential**

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| Outstanding written communication and the ability to write for different platforms (social media, website, email, reports) and for different audiences. | Essential |
| Undergraduate degree or HND in English, journalism, media studies, marketing or equivalent. | Essential |
| Excellent interpersonal skills and able to work with organisations and professionals from across Inverclyde’s third and public sector. | Essential |
| Experience of using social media professionally to create and schedule engaging content. | Essential |
| Able to take detailed (sometimes complicated) information and present it in a way that is informative and engaging. | Essential |
| Experience of recording and analysing social media and website data and analytics.  | Essential |
| An understanding of how to plan and implement a communications campaign. | Essential |
| Ability to use design and editing software (such as Canva, Adobe Creative suite) or willingness to learn. | Essential |
| Organised, able to work independently and as part of team, and able to work on multiple projects to meet deadlines. | Essential |
| Enthusiastic, pro-active and creative. | Essential  |

**Desirable**

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| Experience of using email marketing software such as Mailchimp. | Desirable |
| Previous experience working or volunteering in the third sector.  | Desirable |