

South East Integration Network



Job Description

Job Title:	Communications Assistant
Location:	SEIN Office in Govanhill, Glasgow (some homeworking may be required)
Reporting to:	SEIN Development Manager
Hours of work:	8 hours per week
Contract:	Funded until 31 st March 2023
Salary:	£19,000 Full Time Equivalent

Application Deadline: Wednesday 3rd August (midnight)

The South East Integration Network (SEIN) is an active network of community groups and organisations which work across the south east of Glasgow providing services & activities which celebrate diversity & support community integration. Our vision is to foster a positive, cohesive community, free from discrimination and racism in which people from all backgrounds and cultures are valued and equally able to participate in the community. We connect our member groups & organisations through monthly meetings and digital platforms; supporting their work, sharing what they are doing & encouraging partnerships.

Role:

Sharing information, in an engaging & accessible manner, is central to the work of SEIN & feedback from our members tells us how much this is valued. The Communications Assistant will support our Communications & Engagement Coordinator to keep our website up to date (including adding new opportunities, and member information), help to keep our social media channels active with relevant & engaging content and support with the development of promotional materials. One of their core tasks will be to collate our fortnightly newsletter; this includes pulling together information from our members & others about what's happening locally & presenting this in an easy-to-read way.

The post-holder should share the values of SEIN & should be able to demonstrate the ability to work well in a small team.

The Communications Assistant will be managed by the SEIN Development Manager, with supervision & support from the SEIN Communications & Engagement Coordinator.

Key responsibilities:

- Write fortnightly newsletters
- Schedule Tweets & Instagram posts
- Develop SEIN promotional material
- Write news/blog posts for the SEIN website
- Help keep SEIN website up to date
- Support SEIN staff members with other tasks as required

Application Notes

SEIN is committed to reducing inequality, valuing diversity and enabling inclusion. We welcome applications from people with the appropriate skills from all parts of the community.

Please send a CV and covering letter to info@seinglasgow.org.uk by midnight on Wednesday 3rd August 2022.

In your covering letter, please explain how you meet the person specification and give examples of relevant experience.

You will be expected to provide two references if you are invited to interview.

You are invited to complete an Equal Opportunities Monitoring Form. Please send this in with your application (the form will be separated from your application on receipt).

If you have any questions about the application process, or would like to discuss the role, please contact: info@seinglasgow.org.uk / 07749902684 / 07955083385