

Communications Assistant

Job Description and Person Specification



<u>Job Title:</u>	Communications Assistant
<u>Salary:</u>	£27,000 p.a.
<u>Reporting To:</u>	Communications Manager
<u>Location:</u>	PAN UK's office in Brighton (or able to work from Brighton a minimum of two days per week)
<u>Contract:</u>	12 months (with possibility of renewal subject to funding)
<u>Hours:</u>	Full Time (35 hours per week)

How to apply:

If you are interested in applying, please send your CV and a covering letter of no more than one page to sam@pan-uk.org by midnight on Sunday 30th June 2024.

In your cover letter, please make sure to tell us why you would be good for the role, making sure to refer to points listed in the 'Person Specification' below. Where possible, provide relevant examples from your previous experience. For example, if you have had experience of updating websites then do briefly tell us about it. Do also add a line or two on why you want the job.

PAN UK actively encourages applications from diverse backgrounds. We view diversity in its broadest form which includes, but is not limited to, the consideration of race, nationality, gender, age, class, disability, sexuality, language and educational background. We particularly encourage applications from eligible candidates from minority ethnic groups which remain under-represented in the charity sector. If you would like to discuss whether you are eligible to apply for this role, please email Sam Claydon at sam@pan-uk.org

Role purpose

PAN UK is the only charity in the UK dedicated solely to raising awareness of the problems with pesticides and working for better solutions. It is an independent, non-profit organisation, which works nationally and internationally to eliminate the use of hazardous pesticides, to reduce dependence on pesticides and to increase the adoption of sustainable alternatives to chemical pest control in agriculture, urban areas, public health and homes and gardens.

We are looking for a motivated person to support the Communications Manager in a wide variety of tasks including; writing online and offline communications materials, using social media to spread PAN UK's message, liaising directly with members of the public, organising events and webinars and providing administrative support to the team. The successful candidate will help PAN UK to communicate effectively on both its UK and international programmes of work. They will also assist with building and maintaining communications infrastructure such as the website, supporter database and image library.

Specific Responsibilities

- Support the Communications Manager in writing and producing a range of online and offline communication materials such as newsletters, blogs and graphics.
- Assist in keeping PAN UK's website fresh and up-to-date.
- Assist in producing content for PAN UK's social media channels and monitoring engagement.
- Help to respond to general enquiries.
- Assist in the running of both online and in-person events.
- Assist in monitoring PAN UK's database to make sure the information is in good order.
- Be responsible for creating and maintaining an image archive for use by PAN UK staff.
- Work within PAN UK's policies, processes and procedures at all times.
- Other duties as may reasonably be requested and commensurate with the post.

Person Specification

Essential:

- Good written communication skills in order to engage with diverse audiences in a clear, meaningful and effective way.
- Strong attention to detail and accuracy.
- Strong understanding and experience of using various social media channels.
- Motivated self-starter able to work independently and manage own workload.
- Ability to be flexible, respond positively to change, work effectively under pressure and deal with conflicting priorities.
- Excellent interpersonal and communication skills and an ability to get on with people of varied backgrounds and work well within a team.
- An interest in issues related to environmental and social justice.
- A positive, 'can-do' attitude, a desire to learn new skills and the confidence to undertake new tasks.

Desirable:

- Experience of using Adobe InDesign.
- Experience of using a CRM database.
- Experience of organising events.
- Experience of maintaining websites.
- Knowledge of relevant issues including pesticides, the environment, conservation, politics, human health etc.
- Experience of public campaigning and/or volunteering.

PAN UK particularly encourages applications from diverse backgrounds. We view diversity in its broadest form which includes, but is not limited to, the consideration of race, nationality, gender, age, class, disability, sexuality, language and educational background. We are asking all applicants to complete this diversity form, even if you choose to leave some parts blank. Your responses will remain anonymous and will not be linked to your application. The information you provide will help us to better understand our own recruitment practices and how they can be improved to ensure that we are reaching as broad a pool of people as possible.