



## **WBL admin and communications post-**

**Hours per week:** 12 hrs per week, 52 weeks per year.

**Salary** £12.50 per hour (fixed term contract for 12 months initially)

**Location:** Whiteleigh- Four Greens Community Trust building.

**Responsible to:** Community Development Manager. Whiteleigh Community Trust.

### **Position Purpose**

Behind every strong organisation is good communication and administration. Whiteleigh Big Local is now in a position to appoint someone who has excellent communication skills, who can promote what we do and make sure all our social media, press reports, webpages, blogs, tweets etc are up to date and targeted well.

Given the world we are now in, its even more important to make sure we are getting the message out to the community about what is happening, how support can be given and promote all the work that Whiteleigh Big Local and Whiteleigh Community Trust do.

### **key responsibilities:**

#### **Administrative:**

- Assist in general administration of Whiteleigh Big Local, including filing and supporting our finance administration and systems in accordance with the LTO (Sir John Hunt Community College) - requisitions, petty cash and bookings.
- Support the WBL manager with updating systems and creating an archive that is easily understandable for new people coming in.
- Help support and arrange key meetings and activities.
- To minute take any meetings as needed
- Coordinate the booking of the Whiteleigh Big Local minibus.
- Assist with Health and Safety Administration

#### **Communication**

- Play a key role in organising content for the Whiteleigh Big Local website and Facebook pages working with local residents to create content. Investigate idea of a real and virtual newsletter and other communication channels such as blogs and social media.

- Work with other key organisations in the city to promote what we do such as the Chronicle and other media.
- Find creative ways to promote what Whitleigh Big Local does to the local community.
- Participate in Big Local events and activities that will help strengthen what we do as a community.
- Provide support in producing Whitleigh Big Local surveys and reports.

### **Person spec**

A good level of literacy and numeracy with the ability to carry out administrative tasks as appropriate to the role

Excellent understanding of confidentiality with strict professional boundaries and personal integrity

A fair, objective and non-judgemental attitude

A commitment to undertake training where required and an enthusiasm for new challenges

A positive commitment to equal opportunities and anti-discriminatory practice

Ability to manage time effectively, demonstrate organisation skills and work to agreed objectives within specified deadlines

Highly motivated with the ability to work using own initiative and as part of a team

Working knowledge of Word and Excel, Internet and Email and social media platforms.

Ability to communicate effectively, in writing and verbally, with colleagues and partners at all organisational levels

Willingness to work flexibly where required.