Communications Assistant

**Terms:** Permanent - Full Time

**Reports To:** External Affairs Lead

**Salary Band:** Grade B(£25,445 - £27,988 per annum + London weighting of £3,285 per annum if applicable)

**Location:**  Hybrid – linked to one of our offices in London, Bradford or Birmingham or based in NI, Scotland, or Wales.

## Who We Are

UnLtd is the leading provider of support to social entrepreneurs in the UK and offers the largest such network in the world. Our mission is to find social entrepreneurs with bold solutions to today’s challenges. Through funding and support, we help them to realise their potential and creating lasting change.

UnLtd’s vision is a future where enterprising people are transforming our world for good. To enable this, we are committed to developing an eco-system of support to make it easier for those who need help to find it.

UnLtd values diversity and is committed to inclusion and understanding intersectionality. These are more than just buzz words for us. They’re principles guiding how we build our teams, support leaders, empower social entrepreneurs and create an organisation that’s the right fit for every person.

To support an inclusive environment where employees feel empowered to share their lived experiences and ideas, we have embedded an equity and inclusion group within UnLtd giving us a wide range of different perspectives in our work to help us see what is most needed in society.  We are particularly keen to hear from those who identify as Black, Asian, or Minority Ethnic, LGBTQIA, those with a disability, impairment, learning difference, those with caring responsibilities, from a less advantaged socioeconomic background as well as any other under-represented group in our workforce.

We are a vibrant, ambitious, and complex organisation, keen to continuously learn and grow so that we can better support social entrepreneurs. In doing so, we want to better align our world around the needs of our social entrepreneurs to help them maximise their impact.

## About the Role

The Communications Assistant will support colleagues across our External Affairs team in a flexible and varied role. Duties include managing day to day online communication via social media

channels, working alongside the rest of the team to deliver compelling stories, and leading on the production of accessible design assets. There will be opportunities for developing project management skills in various External Affairs projects.

We are looking to recruit someone with experience of working or volunteering in a communications or marketing role, hoping to take forward a career in communications.

## Key Accountabilities

1. **Maximise impact from UnLtd’s social media platforms**
   * Support the External Affairs team in the production of a social media strategy.
   * Deliver high quality and responsive social media content across multiple platforms.
   * Monitor and measure social media statistics and share lessons to improve our impact.
2. **Produce high quality communications and digital content** 
   * Support the Communications Manager in the production of the UnLtd newsletter.
   * Create high quality digital content for use on the UnLtd website.
   * Assist the External Affairs team in delivering impactful campaigns that support UnLtd’s strategic objectives.
   * Be a key part of the UnLtd press office, helping the Communications Manager to deliver on the media strategy.
   * Work with the Events Manager to develop and create content and marketing assets for the events programme.
3. **Ensure our assets are in line with our brand, accessible, and inclusive** 
   * Execute creative ways to reach people who are underrepresented in our work, helping to ensure our work is as inclusive as possible.
   * Be a brand guardian for UnLtd, ensuring partners and colleagues have the right tools to communicate our work.
   * Build on UnLtd’s marketing and communications playbook, continuously adding to a suite of templates, suppliers, photography, campaign plans and assets.
   * Develop and maintain a strong understanding of accessible best practices in design and digital content, acting as a champion of these practices in our team.

**Other responsibilities:** 

1. **Contribute to a high-performing and responsive External Affairs team**
   * Respond to internal requests from colleagues across the organisation.
   * Support in the preparation and delivery of the events programme.
   * Lead on managing the communications inbox, including responding to direct queries from social entrepreneurs.
   * Manage the External Affairs team Annual Plan and other key documents, ensuring they are up-to-date and relevant.
   * Play a critical co-ordinating role within the External Affairs team, managing the scheduling of team meetings, helping to maintain shared resources such as the SharePoint folders, and other administrative tasks.
   * Embody and nurture UnLtd’s values – brave, inclusive, accountable – in your work.

*Job descriptions cannot be exhaustive. You may also be expected to support and deliver other projects and tasks, in line with your skills and experience that contribute to our overall organisation objectives beyond your core role.*

## What exactly are we looking for?

## Often called ‘Essential Criteria’

* You have proven experience in communications or marketing – this could have been in various organisations and roles and could have been voluntary.
* You are creative and user-centred, demanding a high standard of excellence in the content you create.
* You are a natural communicator; great at writing and with an eye for design.
* You work well within a team or independently.
* You are well organised and able to multi-task with a keen eye for detail.
* You have the confidence to contribute to the design of communications materials and feedback to colleagues and suppliers.

## Often called ‘Desirable Criteria’

* You have strong digital skills, including knowledge of using content management systems.
* You understand managing social media in a professional capacity and know how to measure its success.
* You have experience of working in areas relevant to social entrepreneurship.

## Personal attributes and values

* You are motivated, committed, and with a deep empathy and connection to our mission and values.
* You have a passion and commitment to putting equity, diversity, and inclusion at the core of all you do and who you work with
* You can balance the role of an individual with considerable initiative, with the need to work as a team-member of a national organisation.
* You demonstrate personal integrity and professionalism at all times.
* You are curious, committed to learning, and happy to immerse yourself in new concepts, audiences, and ideas.

## UnLtd’s Values

At UnLtd we are looking for people who support our values below.

**We are Brave**

* We are ambitious about achieving social change
* We are bold in pursuing new ideas
* We are resilient in the face of adversity

**We are Inclusive**

* We actively seek out great talent from everywhere
* We value diversity and welcome challenging points of view
* We foster an open and supportive environment

**We are Accountable**

* We are transparent in our decisions and actions
* When things go wrong, we learn from it
* We hold ourselves to our purpose