



Zero Tolerance
BRISTOL

a city free from gender-based violence,
abuse, harassment and exploitation

Job Description – Communications Assistant

Job Title: Communications Assistant
Salary: £8.50 per hour, 16 hours per week, fixed term contract until 30th September 2017 (possible extension, funding dependent)
Based: Bristol, UK

Purpose

Assist Project Officer to provide effective communications assistance for Bristol to become a Zero Tolerance City, a city free from gender-based violence, abuse, harassment and exploitation.

Specific Tasks

Communication

- Help to manage social media, including posting regular updates on Facebook and Twitter
- Writing content for website and help to maintain website by updating content as requested
- Producing newsletters and relevant content for interested stakeholders to keep them updated on the project
- Provide support to the communications for project, including phone answering, scheduling meetings, writing emails and letters

General

- Support the Project Officer and manager with all administrative tasks as necessary
- Order and maintain office supplies
- Maintain work calendar and schedule meetings as agreed
- Liaise with volunteers that are associated with the project
- Help support zero tolerance team in event management
- Undertake other duties as required in keeping with the aims of this post

Person Specification

Experience

Essential	Desirable
Background of communications and administration experience	Interest or knowledge of the impact of gender-based violence, experience of working for an organisation that works around gender-based violence
Experience of updating websites or blogs and managing social media profiles for organizations	Previous experience of working in the voluntary sector



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	Some previous volunteering experience
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Essential Skills and Competencies

- Good written and verbal communication skills
- Ability to work efficiently, yet sensitively
- Ability to work under own initiative and prioritise and manage varied tasks
- Excellent organisation skills and administration ability including computer literacy in Microsoft packages, ability to use both Mac and Windows operating systems
- Flexibility to work outside core hours occasionally to support events and other activities as required
- Demonstrated aptitude to effectively work with people with a broad range of difference including their ethnic, cultural and social backgrounds, their gender, age, religious belief, disability and sexual orientation
- Commitment to diversity and equal opportunities at work.