



**St Augustine's Centre is looking for a  
Communications Assistant  
to start in June/July 2022  
*15 hours per week***

**Who are we?**

St. Augustine's Centre in Halifax has been working with diverse communities for over 50 years and has become Calderdale's specialist support centre for people seeking asylum and with refugee status, alongside other local people who need our services.

Our 16 staff and 180 volunteers support a community of 800 individuals and families from 57 countries who are now based in Calderdale. Most live in Park Ward where we are based. In partnership with other organisations, we offer specialist advice on immigration and asylum support, and one to one support with welfare, housing, health and access to wider services. We provide hot meals, English language classes, training, cultural, social and wellbeing activities, trips and volunteering opportunities.

We have spaces for reflection and a befriending and integration service, and we run awareness raising sessions with schools and organisations in Calderdale. We want to share stories and build awareness about human rights, advocating and campaigning locally and nationally.

<https://www.staugustinescentrehalifax.org.uk/>

**Communications Assistant**

The Communications Assistant will work closely with the Communications Manager to help develop our relationships and messaging with supporters and centre members, assist with social media, the website and newsletters, provide a first point of contact for potential fundraisers, and offer administrative support.

The ideal candidate will have:

- Excellent people skills
- Experience with databases and data entry
- The ability to create clear and concise correspondence plus compelling copy, including for people with English as a second language
- Knowledge of social media, websites and email marketing
- Enthusiasm and a proactive approach to work

If you're a natural communicator, creative at heart, have a keen eye for detail and are motivated to join us in helping refugees and people seeking asylum in Calderdale, then we'd love to hear from you!

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This is a chance to work with a fantastic staff team and wider community of people in a vibrant organisation. We will provide on the job support, additional external training as required and free hot lunches! Amber Ray, the STA Communications Manager will be the point of contact for this work.

### **Key information about the job**

- 12-month contract
- £11.99 per hour
- 15 hours a week, flexible hours
- Probationary period of 3 months

### **Interested?**

Take a good look at the full Job Description and Person Specification below.

**How to apply:** Please write us a letter of application, setting out on no more than 2 sides of A4 the following:

- 1) why this role excites you
- 2) what experience and skills you bring to the role
- 3) two referees

Submit your letter, along with your CV to us via email:

[amber.ray@staugustinescentrehalifax.org.uk](mailto:amber.ray@staugustinescentrehalifax.org.uk) by **4 PM on June 6, 2022.**

You will be notified if you have been shortlisted for an interview by **4 PM on Friday, June 10.** Interviews will take place on **Tuesday, June 14.** Referees will only be contacted following the interview, subject to being offered the role.

The job description below is an overview of the type of work the successful candidate will undertake and is not an exhaustive list. We will be shortlisting based on what qualities, skills and experience you bring to the role, outlined in the person specification.

St Augustine's Centre is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

We are an inclusive employer. We value difference and recruit by merit on the basis of fair and open competition. We welcome candidates from a range of different backgrounds.

**Questions?** If you have any questions please contact Amber Ray, Communications Manager, on 07484665044 or by email [amber.ray@staugustinescentrehalifax.org.uk](mailto:amber.ray@staugustinescentrehalifax.org.uk)

## Communications Assistant Job Description

St. Augustine's Centre Halifax

Job Title	<b>Awareness Raising Coordinator</b>		
Employment Status	12-month fixed term contract, potential to be extended subject to funding	Hours per week	15 hours per week
Salary	£11.99 per hour. £9,301 annually. Full-time equivalent is £23,452	Holidays	14 days (7 weeks) per year including bank holidays. A full-time member of staff has 35 days (7 weeks) per year.
Line Manager	Communications Manager	Responsible for	Volunteers supporting communications activity

### Main Objectives

To support the Communications Manager in delivering our Communications strategy, by assisting with our communications to supporters and centre members, social media, website, monitoring and administrative tasks.

### Key Responsibilities

- Build relationships with, and encourage our centre members to get involved in activities according to their interests.
- Assist the Communications Manager with effective social media posts as part of wider social media strategy, including creation of impactful content (including video and graphics)
- Oversee reporting for social media platforms
- Help field requests and messages from social media and general St. Augustine's inbox
- Upload and regularly update content on our website, including podcast, blog posts and events
- Assist in the co-ordination of newsletter content, working closely with the Communications Manager and wider team
- Maintain and develop existing resources such as film and photography
- Support with communication needs for internal and external events

- Work in line with Branding guidelines, and regularly check other staff-created materials for consistency
- Create clear and dynamic creative content (like posters and flyers) for speakers for whom English is a second language
- Manage poster and flyer sites around the Centre and ensure they are regularly stocked and updated
- Maintain databases with relevant details, including entry of communications and fundraising data to the CRM (Lamplight)
- Update WhatsApp Broadcast groups and manage messaging requests from the staff team
- Ensure Reception volunteers are kept updated regarding important notices and activity schedules
- Develop innovative ideas and concepts to drive our work
- Assist with any other ad hoc duties and administrative support as required

**Other**

- Attend weekly team meetings and contribute to organisational developments
- Work within St. Augustine's Centre values, and ensure policies, procedures and codes of conduct are reflected in daily practice, particularly health and safety and safeguarding.

**Skills and Experience**

- Confident to work across Facebook, Twitter, Instagram, LinkedIn and other social media platforms as well as website and email marketing
- Proficient in writing copy with a strong eye for detail
- Ability to work in a fast paced, busy environment
- Creative and adept at using design platforms such as Canva

## Communication Assistant Person Specification

St. Augustine's Centre Halifax

<i>Attribute</i>	<i>Essential</i>	<i>Desirable</i>
<b>Areas of Experience</b>	<ul style="list-style-type: none"> <li>• Social media proficiency (including Facebook, Instagram, LinkedIn and Twitter)</li> <li>• Some graphic design experience</li> <li>• Experience using Canva or similar platform</li> <li>• Proficient in writing engaging copy</li> </ul>	<ul style="list-style-type: none"> <li>• Mailing list software, such as Mailchimp</li> <li>• Experience communicating with ESOL communities</li> <li>• Experience working within Brand guidelines</li> </ul>
<b>Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent ability and interest in chatting and enthusing people to get involved with activities, especially with people for whom English is a second language.</li> <li>• Highly creative with a keen interest in social media growth</li> <li>• Excellent organisational skills, ability to plan workload and to meet deadlines</li> <li>• Advanced IT skills with good knowledge of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Uploading and editing content via a CRM</li> <li>• Broad understanding of the issues facing refugees and people seeking asylum</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• No formal qualifications are essential.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal communications qualification, or equivalent practical experience</li> </ul>
<i>Attribute</i>	<i>Essential</i>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A 'people person'</li> <li>• Inspired by St. Augustine's mission, vision and values</li> <li>• Ability to work independently while under the broad direction of a line manager</li> <li>• Ability to work under pressure within tight timeframes and with evolving priorities in line with campaigns</li> <li>• Enthusiastic, ambitious and keen to learn</li> </ul>	

	<ul style="list-style-type: none"><li data-bbox="483 191 906 233">• A flexible approach to working</li></ul>
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