

Post title: Communications Assistant
Hours: 20hrs/week
Salary: £12.60 per hour (*equivalent to full time £24,242*)
plus 6% pension contribution
Line Manager: Communications Manager

About us

Our Bournemouth based charity walks alongside people during life's toughest challenges. Whether it's food poverty, debt, homelessness, or social isolation, we provide practical help and a pathway to hope. Our projects empower people to rebuild, find resilience, and create a fresh start.

What is the purpose of this job?

To help showcase the incredible work our charity does, engaging supporters, inspiring donors, and strengthening community trust. From crafting compelling stories to managing social media, you'll help ensure our mission reaches the right people in the right way.

What makes a successful job holder?

This role will require someone who can take the initiative, is organised, creative and innovative. They will need to be a great team player and up to date with key trends in social media and other communication platforms.

What will I have to do? Duties and responsibilities

- Assist the team in the development and implementation of communication strategies.
- Write, edit, and distribute content such as press releases, newsletters, internal memos, and web content.
- Work with the comms team to develop and write news stories.
- Create simple literature and graphics for publicity.
- Help oversee, monitor and update the main Faithworks social media accounts.
- Be a point of contact for the comms team with the Faithworks projects.
- Support the creation of communication templates (e.g. presentations).
- Support the creation of presentations and press kits.
- Maintain a comprehensive database of media contacts.
- Track, analyse, and report on communication program effectiveness.
- Support the organisation of events, such as meetings, seminars, and fundraising events.
- Ensure that all communication materials align with Faithworks' brand standards.
- Any other duty or task commensurate with the role which may be required.

Person specification: Skills, competences and experience:

Essential experience and skills:

- Content creation, editing, and proofreading skills.
- Excellent IT skills including a proficiency in MS Office; familiarity with design software (e.g., Photoshop, InDesign) and content management systems is a plus.
- Strong attention to detail and organizational skills.
- Ability to work on multiple projects simultaneously and meet deadlines.
- Understanding of media relations and digital media strategies.
- Excellent communication skills both externally and internally in order to inspire partnerships, and get the best out of team members.
- Excellent interpersonal skills, ability to work on their own and evidence of being able to influence people positively.
- Able to travel in timely fashion to venues around the BCP and surrounding area.

Other desirable experience and skills:

- Proven experience as a Communications Assistant, Communication Specialist, or similar role.
- A degree level qualification or proven experience in Marketing, Communications, or a related field is preferred.

Key personal characteristics required:

- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- A proactive and positive attitude.
- Enthusiasm to keep up to date with social media/ other communication trends
- Commitment to the mission and values of Faithworks.
- Flexible and always thinking about ways to improve the service.
- Willing to work flexibly (whilst there will be a core hours structure, specific times and locations may vary depending on project needs).