



PR Assistant

20 Hours per Week

Pay: £14,279 per annum (£8,143 pro rata)

Closing date: 26 October 2018



The Role

Overall purpose of job

To support the Region Office specifically with PR projects for the charity, under the leadership of the PR & Communications Coordinator.

Main areas of responsibility

- Design, write, post, monitor and respond to Region social media platforms including Facebook, Twitter and Instagram
- Monitor and report back on newspaper statistics
- Contribute to PR reports for SLT and Executive Committee
- Write press releases and sell these to news outlets
- Manage the Region's internal and external photo library
- Day to day management of the Region website
- Providing PR support to Counties in the Region, where necessary
- Provide support with the organisation of PR events and to attend events and activities, where necessary

This role has no line management responsibility.

Additional information

- The role is based at Girlguiding North West England Headquarters, Preston, but the post may require travel to multiple locations both in the North West and across the UK.
- Due to the nature of the work, regular weekend and out of hours working will be required across North West England for which time off in lieu will be offered.
- You may be required to undertake any other duties that may reasonably be required to fulfil the requirements of this post.
- You will be expected to actively promote the Girlguiding North West England vision, mission and values.

The Person

| Criteria | Assessment | Essential / Desirable |
|---|------------|-----------------------|
| Knowledge of | | |
| Girlguiding Structure, Policies and Procedures | A/I | D |
| Membership Organisations | A/I | D |
| Social Media | A/I | E |
| Experience of | | |
| Working effectively across various social media platforms | A/I | E |
| Working with young people | A/I | D |
| Working with or on behalf of volunteers | A/I | D |
| Skills | | |
| Ability to manage a varied and complex workload | A/I | E |
| Planning and organisational skills | A/I | E |
| Ability to investigate problems and provide solutions | A/I | E |
| Ability to work proactively and on own initiative to meet set deadlines | A/I | E |
| Ability to work accurately and pay close attention to detail | A/I | E |
| The ability to work with and relate to people at all levels | A/I | E |
| Computer literate, with a working knowledge of Microsoft Office | A | E |
| Excellent verbal and written communication skills | A/I | E |
| Able to work as part of a team and ensure effective communication | A/I | E |
| Ability to positively represent Girlguiding externally | I | E |
| Values | | |
| Flexible attitude to work | A/I | E |
| Commitment to the aims of Girlguiding | A/I | E |
| Understanding of equality and diversity in the workplace | A/I | D |
| Understanding of the contribution volunteers make to charities | A/I | E |

Key: Assessment - A = Application I = Interview

Employment Details

Contract Type

Permanent contract, 20 hours per week. Operating flexibly to meet the needs of the strategic plan and organisational needs.

Location

The position will be based at Girlguiding North West England's Headquarters, Guiding Road, Preston PR2 5PD. However, you may be required to perform your duties at other locations, on a temporary or permanent basis. Some flexible working may be offered with this post.

Salary/Rate

The annual salary rate for this post is £14,279, which equates to £8,143 pro rata.

Working Hours

20 hours per week to be undertaken flexibly during normal working hours of Monday to Friday, 9am to 5pm. However, you will be required to perform your duties at weekends or evenings as required. Time in lieu can be taken for out of hours worked.

Probationary Period

The post will be subject to a probationary period.

Holidays

25 days' paid holidays per annum plus bank holidays (pro rata for part time hours)

Notice Period

Following the probationary period, the notice period required by both parties is four weeks.

How to Apply

To apply for the role, please send a copy of our application form to northwesthq@girlguidingnwe.org.uk before 5pm on the 26 October 2018.

Unfortunately we are unable to give feedback to applicants not shortlisted for interviews. We do provide feedback upon request to candidates interviewed.