Job Description

Job Title: Communications Assistant

Hours: 36.5 per week – initial 6-month term

Band: 5

Supervised by: Website and Communications Officer

Job Contribution: The Communications Assistant is responsible for assisting with a range of communications tasks across all areas of College, supporting the work of the Website and Communications Officer.

Responsibilities:

- Providing support for the Website and Communications Officer on specific projects.
- Researching and drafting news stories and events listings for the College website.
- Creating publicity materials for College events.
- Generating engaging content for the College’s social media pages.
- Seeking out content for internal newsletters, and assisting with compiling and sending these out.
- Assisting the Website and Communications Officer in gathering information for use in speeches and presentations for senior members of College.
- Making updates to the College’s website as required.
- Working with the Website and Communications Officer to enhance the content on the College’s website.
- Providing proof-reading support for College publications (such as the Oriel Record and Oriel News) and eNewsletters.
- Organising photography shoots in College, liaising with College members on dates and timings.

General duties:

- Provide administrative support to the Website and Communications Officer where required.
- Liaise with people from all areas of the College (administrative staff, academic staff, Fellows, students, sometimes alumni) to identify and promote newsworthy content.
- In particular, to foster close links with the student community through contact with the JCR (undergraduate) and MCR (postgraduate) committees.
• Maintain close links with the Development Office, in particular with the Alumni Communications Officer and Alumni Relations and Events Officer, helping them to promote news and events that are relevant to the wider College community.

These responsibilities may be varied from time to time without changing the essential character of the post.

Qualities and Experience

Essential:

• Excellent oral and written communication skills.
• The ability to manage a varied workload, prioritising effectively to meet deadlines.
• A high level of accuracy and attention to detail, with an organised, systematic, and methodical approach to work.
• Experience in working with a content management system, ideally Drupal and/or Wordpress.
• Experience with writing content for publication online or in print (e.g. news stories, event listings).
• Proof-reading experience, showing a high level of attention to detail.
• Excellent computer skills and a good working knowledge of Outlook, Microsoft Word, Excel.
• A positive attitude to work, and a willingness to help others.

Desirable:

• Knowledge of the Adobe Suite, including InDesign, Illustrator and Photoshop.
• Experience of working in a communications role, ideally within the University or one of its constituent colleges.

Qualifications

• A Levels and a first degree or equivalent.