



**Job title:** Communications Assistant – full time

**Location:** Hatfield, Hertfordshire

**Responsible to:** Director of Communications

**Salary:** c£17,000 per annum

**Benefits:** 25 days holiday and contributory pension scheme

**Closing Date:** tbc

## **PURPOSE**

To provide PA and administrative support to the Director of Communications and the wider team.

## **SPECIFIC DUTIES**

- To undertake the full range of PA activities including general administrative duties such as letter writing, management of electronic and manual filing systems, sorting post, arranging travel, meetings and preparing agendas and minutes (as required)
- To provide support with updating contact lists, preparing media information and packs and maintaining the archive of press coverage
- To assist the department with the research, planning and administration of promotional activity for events and other projects
- To coordinate special day applications allocated to the department
- To assist with both auction prize requests and prize fulfilment
- To assist with the management of and communication to charity patrons and ambassadors
- To enter information onto the charity database and run reports (training will be given)
- Other administrative duties as necessary and, where appropriate, attending charity events

- To play an active role in all aspects of the charity's work and participate as a team member in group working activities
- To undertake training in order to keep up to date with the changing requirements of the role.

## PERSON SPECIFICATION

	Essential	Desirable
Experience and knowledge  <i>This may be gained from employment, voluntary work or leisure activities</i>	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office 2007 - to include Word, Excel and Powerpoint</li> </ul>	Experience of working in communications/PR/press Environment or charity sector
Skills and abilities	<ul style="list-style-type: none"> <li>• Excellent written and verbal communications skills</li> <li>• Highly organised</li> <li>• Able to manage workloads and conflicting priorities</li> <li>• Confident and clear telephone manner</li> <li>• Good attention to detail</li> <li>• Good level of numeracy</li> </ul>	Good working knowledge of a database
Personal qualities	<ul style="list-style-type: none"> <li>• Team player</li> <li>• Self motivated with an ability to work independently</li> <li>• Flexible approach to work (able to respond to different challenges)</li> <li>• Enthusiastic personality and to enjoy being part of a busy and lively team</li> </ul>	Interest in the news, what's happening in the wider world eg sport, current affairs, etc
Circumstances	<ul style="list-style-type: none"> <li>• Able to work 9am-5pm</li> <li>• Able to work occasional irregular hours (at busy periods or to attend events)</li> </ul>	

Applications by CV with a supporting letter by 1st March 2010 by email to [simone.martin@willowfoundation.org.uk](mailto:simone.martin@willowfoundation.org.uk) or by post to Simone Martin, HR Manager, Willow Foundation, Willow House, 18 Salisbury Square, Hatfield, Hertfordshire AL9 5BE.

In return we offer a good remuneration package, 25 days holiday and a contributory pension scheme.

All vacancies will require some work flexibility, including some evenings and weekends.