

Job Profile – Communications Assistant (Voluntary)

Job Purpose:	You will work closely with the CEO and wider Megacentre team to promote the work of the Megacentre to the general public through print and digital media.
Time Commitment:	4 hours per week
Core Tasks:	<ul style="list-style-type: none"> • Researching and collating good news stories from across the Megacentre Rayleigh’s work within the community • Developing and distributing a regular newsletter regarding Megacentre Rayleigh activities • Generating Press Releases and Social Media updates
Experience & Skills:	<ul style="list-style-type: none"> • Good written and verbal communication skills • Competent in use of IT software – e.g. Microsoft office suite • Good organisational skills
Opportunities:	<ul style="list-style-type: none"> • Support a charity make a difference in lives of parents, children and young people • Develop new skills and existing skills • Meet new people • Out of pocket expenses • Supervision, support and training
Attributes	<ul style="list-style-type: none"> • A belief in the cause of the Megacentre Rayleigh • A confident and articulate individual able to communicate effectively with others • A person who is sympathetic towards Christian values and is able to contribute actively to the aims, ethos and values of the MegaCentre Rayleigh. • A person who has a desire to find and share a good story • A person who is able to work effectively as part of a team and under their own initiative. • A person who can think creatively • A person who has the ability to work under pressure and time constraints

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