



## The Traveller Movement

### Communications and Admin Assistant JD

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| <b>Job Title:</b>    | Communications and Admin Assistant – Short term contract  |
| <b>Reporting to:</b> | Office Manager and Policy Manager   |
| <b>Location:</b>     | London Office   |
| <b>Hours:</b>        | 5-10 hours per week. Days/Times to be decided   |
| <b>Closing date:</b> | Wednesday 10 <sup>th</sup> July 2019<br><br>Interviews week commencing Monday 15 <sup>th</sup> July |

Please note: The duties will include but may not be limited to those detailed below. The post may require the undertaking of additional duties for which the post holder will be adequately skilled and experienced.

#### **TM Purpose**

The Traveller Movement (TM) seeks to raise the profile of Travellers in Britain and increase their say in decision making processes and forums. The TM seeks to challenge discrimination and develop national policies that ensure the inclusion of Traveller Communities in all levels of society.

#### **Overview of Project**

This role will involve working across the Organisation supporting the Policy Manager in communications and event management, and the Office Manager with administration support duties. In supporting the Policy Manager the post holder will assist in editing and uploading media content to social media platforms, as well as editing, proofing and uploading monthly newsletters. The successful candidate will also assist in the organisation of various TM events, including parliamentary seminars, workshops and TMs annual conference. There will be some opportunity to attend high level events and become familiar with parliamentary engagement and political advocacy.

In supporting the Office Manager, the post holder will assist in data entry for mailing lists and impact measurement. As well as this, TM are currently implementing the Quality Mark, Trusted Charity (formerly known as PQASSO) and this post holder will be responsible for assisting the Office Manager in this area.

## **Duties in the role**

- Data entry
- Newsletter and Event Management
- Social Media assistance
- Website work
- Assisting with implementing the Quality Mark
- To comply with TM policies and procedures including Equal opportunities

## **PERSON SPECIFICATION**

### **Education/Qualification:**

- Knowledge and experience of using Mailchimp and Event Brite
- Confident in using Twitter, Facebook and Instagram
- Some knowledge of WordPress and/or Joomla
- Comfortable using Microsoft packages, MS word, Excel and Power point, as well as office outlook.
- Experience of data entry with databases
- Knowledge or familiar with impact measuring and Monitoring and Evaluation

### **Skills /Ability**

- Be enthusiastic
- Have lots of motivation
- The ability to clearly communicate your needs and aspirations
- Enjoy team work and equally be able to work independently and as part of a team
- Good grammar and spelling to assist with updates to website and proof reading
- Be able to multi task

Applications to be emailed to [recruitment@travellermovement.org.uk](mailto:recruitment@travellermovement.org.uk) by no later than Wednesday 10<sup>th</sup> July 2019.