



Social Media & Communications Assistant

Organisation: KnownValuedLoved

Location: Home based currently, with the ability to travel to Chesterfield and Derby

Salary: From £13, 318, Full Time Equivalent, per annum (paid on a pro-rata basis)

Reports to: The Chief Executive Officer

Contract type: Fixed Term for 6 months (With the view to extend, dependant on funding)

Working hours: Part time, 4 hours per week to be worked flexibly to suit the needs of the charity.

Holiday Entitlement: 28 days annual leave per holiday year pro rata (including statutory bank holidays)

KnownValuedLoved is a charity that was set up in 2019 and was given registered charity status in February 2020. The charities' purpose is to ensure all children and young people have access to high-quality education as a basic human right.

KnownValuedLoved works independently, and partners with local and national organisations in countries impacted by conflict.

We are seeking to recruit a Social Media & Communications Assistant(SMCA) who will be committed to the values and aims of the charity and will be responsible for developing and delivering a social media strategy across different platforms, creating and editing informative and eye catching content as well as managing and producing other digital communications such as newsletters, emails and blogs.

The successful candidate will have the following:

- Excellent communication skills (both verbal and written), creativity, attention to detail, polite, organised, honest, dependable, and punctual
- Good teamworking skills and able to work on their own initiative
- The ability to work at a fast pace and within a fast-changing environment
- Proficiency in social media platforms
- Proficiency in editing and creating contents
- Excellent critical thinking skills
- Proven experience of working to deadlines

The successful candidate's duties will include the following:

General Duties and Responsibilities

- Contribute to the development of lead on the delivery of a social media strategy across different platforms
- To capture and edit media contents
- To create and edit informative and eye catching content to be delivered across different platforms
- To produce other digital contents such as newsletters, emails and blogs and to manage the delivery of these
- To monitor social media presence and to increase engagement with the charity through social media



Benefits of working with us:

- Opportunity to join us early in our growth and play an integral part in our future
- Changing lives for the better
- Flexible working
- Enhanced holiday entitlement

How to Apply:

If you are enthusiastic about our work in education development in communities impacted by conflict please provide:

- A current comprehensive CV outlining your key achievements in previous and current roles
- A cover letter written to our CEO, explaining how you believe your skills and experience match the requirements of the role
- Details of two referees (who will not be contacted without your prior consent)

Applications are due by 31st August at the latest. KnownValuedLoved reserves the right to close the application process early, should sufficient applications be received. The strongest candidates will be contacted for the first-stage interview, which will take place in September 2022.

Email admin@knownvaluedloved.org to apply or for more information. We look forward to hearing from you.