

Communications Assistant – Let's Go Outside and Learn CIC



Remuneration	The role is not accompanied by any financial remuneration, although reasonable expenses may be claimed.
Location	Twickenham / Home worker
Time commitment:	Minimum 4 hours / week
Reporting to	Board of Directors

Role Description

We are a recently formed Community Interest Company looking to develop our influence. Our objects are defined as: To advance the education of the public in and through outdoor learning.

The objectives of the organisation have been identified as:

- To increase individual and collective knowledge and understanding of outdoor learning through a programme of targeted outdoor learning activities.
- To promote environmental awareness through outdoor learning

We have recently been awarded funding for a project entitled “Access to nature for local people” which seeks to work with isolated and elderly members of the community. We are seeking a communications assistant to support the project and to help develop our communications and reach new audiences.

This is an excellent opportunity for someone with a passion for outdoor environments to develop their communications and social media skills and to join a small friendly team. You will be able to work from home but must be able to use your own IT equipment on a regular basis. This is an exciting and fulfilling role that will help to guide the direction of the organisation and help us deliver our vision and values to promote access to outdoor environments for all.

We recognise that the most effective organisations are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets.

We are looking for someone who can help us in these areas:

- Help to develop a database of relevant organisations to contact who will us to recruit to the project
- Promote the project to our defined audience of elderly people at risk of social isolation and who currently make little use of outdoor spaces
- Help to develop the concept of environmental champions who have been inspired and feel confident to take some form of personal action.
- Develop promotional material for the project with the help of a graphic designer
- Promote the project through a variety of media outlets including social media
- Develop project web pages with up to date information and images
- Create case studies that will help with evaluation and feedback

We're looking someone who is enthusiastic, self-motivated, and shares our passion for getting people outdoors. Previous experience of this type of role would be useful.

You will need to be:

- Proactive, resourceful and flexible
- Possess excellent communication and interpersonal skills
- Be flexible, enthusiastic and committed team player who doesn't mind working in a small team
- Able to think laterally and produce original materials
- Have experience of MS Office applications, particularly Word and Excel
- Have experience and be confident in the use of social media

All volunteers are subject to Disclosure and Barring checks.

APPLICATION PROCESS

To apply you need to supply the following:

1. Your latest Curriculum Vitae (maximum two sides of A4 size paper) – including your postal address, your personal contact details and the names and contact details of two referees.
2. A Letter of Application (maximum 500 words) stating the reasons why you have applied for the position as Communications Assistant.

Completed applications need to be sent by e-mail to: outdoor.learning@outlook.com. All applications will receive an acknowledgement on receipt.

Those participants invited to interview will prepare a written piece using material supplied by us. This will be discussed prior to the interview.

If you have any specific questions then do call Frances 020 8401 6837 or e-mail outdoor.learning@outlook.com