

COMMUNICATION WORKER - JOB DESCRIPTION

INTRODUCTION

Hemat Gryffe Women's Aid is Scotland's first feminist women's aid service providing refuge, follow-on, and outreach services primarily to women, children, and young people from the Asian, Black, and Minority Ethnic communities experiencing domestic abuse, forced marriage and honour-based abuse. The organisation is a single sex woman only service in terms of the Equality Act 2010. We support all women referred to us and will not turn any woman away without listening to them and sign posting to an alternative agency for support

JOB PURPOSE

The purpose of this role is to manage the internal and external communications of the organisation and promote a positive public image by managing the organisations social media channels. You will have an understanding and experience of current and new social media trends and technologies. An element of this role requires administrative work.

CONDITIONS OF EMPLOYMENT

JOB TITLE	Communication Worker
HOURS	17.5hrs
PAY	£30,357 (pro rata 173.5hrs)
PENSION	Royal London
FUNDER	Scottish Government, Delivering Equally Safe Fund
CONTRACT TYPE	Fixed term to March 2025
HOLIDAYS	28 days (pro rata), 1 religious holiday and public holidays
QUALIFICATION	HNC/HND Media and Communications (minimum)
PLACE OF WORK	0/1, 24 Willowbank Street, Glasgow, G3 6LZ
REFERENCES	2 suitable references are required, 1 of which must be from your current or most recent employment

MAIN DUTIES AND RESPONSIBILITIES

Oversee and implement the organisations internal and external communication strategy including its online digital media presence.

- Ensuring social media feeds are up to date, website, Facebook, Instagram, Twitter, and other relevant social media feeds.
- Develop and implement creative ideas and themes relative to violence against women in Asian, Black, and Minority Ethnic communities for publication on social media platforms.
- Write and prepare content to be prepared for social media platforms.
- Maintain the organisation internal database updating paperwork and records inputting information and other administrative tasks as required.
- Maintain the web based Livechat facility.
- Answer the office telephone.
- Create, design, and produce quarterly newsletters.
- Develop the organisation social media pages and annual reports.
- Develop and disseminate advertising/publicity materials.
- Work with management to develop the corporate image of the organisation.
- Office based administrative tasks.
- An element of this role will involve communication with media outlets.

EMPLOYEE DUTIES

- Adhere to policies and procedures of the organisation.
- Work with managers and colleagues to develop publicity materials and social media content.
- Adopt a professional and competent approach.
- Work within the SSSC Codes of Practice.
- Participate in training, team development, support and supervision, appraisals.
- Ensure all documentation and communications are in accordance with HGWA data protection/GDPR polices.
- To work with external agencies.

PERSON SPECIFICATION

Skills, Knowledge, and expertise

Essential

Excellent verbal and written communication skills

Ability to design presentations and speak publicly

Ability to create engaging emails, social media posts and newsletters

Ability to strategise and think about brand image

Interpersonal skills and creativity.

Ability to write clear, engaging, accessible and accurate content

Knowledge of the violence against women sector and the impact of gender-based abuse on women.

ICT skills and an ability to use MS office and design packages

Ability to communicate orally and in writing.

Maintain accurate and up to date written records of work.

Ability to work with confidential materials.

Ability to work on your own or as part of a team.

Knowledge and commitment to a feminist analysis of domestic abuse.

Relevant qualification in media and communication.

Undertake internal and external training

Commitment to promoting a women's rights agenda in terms of the Equality Act 2010.

Commitment to working in an inclusive and anti-discriminatory and anti-oppressive manner

Desirable

Driving licence

Ability to travel within and out with of Glasgow