

Job Description | Communications Assistant – Barter Agreement

The Opportunity

Are you passionate about social impact and want to help create a better world?

Impact Hub King's Cross is looking for a creative Communications Assistant to join our team of changemakers. The successful person will support the Communications Manager with work including website updates and design, graphics design, copywriting, social media support, and other ad hoc tasks. In return we offer a Hub 100 membership (worth £260+VAT per month).

If you have a communications qualification or are looking to gain experience in the field, or if you have experience in another industry and are looking to dip your feet into the social enterprise sector, this opportunity could be for you!

This is a dynamic time to be joining Impact Hub King's Cross, as we are growing our programmes and services to support social entrepreneurs through the impact of COVID-19, and communications support will be key to our success.

The contract is non-permanent with a 1 month trial period.

Remuneration: Unpaid

Time requirement: Maximum 1 day per week – home-based until Hub fully operationally open

About Us

Our purpose is to catalyse entrepreneurial action for a better world. We do this by supporting and promoting social entrepreneurship through a collaborative community of like-minded members in a shared workspace, supported by community events and a range of business support and programmes from early-stage incubation to scaling, delivered by us or in conjunction with partner organisations.

Impact Hub King's Cross is part of a global network of Impact Hubs whose mission is to inspire and support social innovators to realise imaginative initiatives for a better world. Impact Hubs do this by offering flexible membership of highly resourced places for innovators to access space, connections, knowledge and investment.

Impact Hub King's Cross is experiencing a period of programmatic growth, offering our programme participants and members valuable support to survive and thrive through COVID-19. As a team we are connected, collaborative and entrepreneurial, acting with our values at the forefront.

For more information see: <http://kingscross.impacthub.net> | <http://impacthub.net>

The Role

As the Communications Assistant you will be working on, and have the opportunity to learn skills in:

- Completing website updates with support from the team
- Creating infographics and graphics in Canva, or Adobe Illustrator
- Developing clear and engaging copy
- Supporting communications media, including social media
- Other ad hoc tasks

Person Specification

Essential Experience and Skills:

- Enthusiasm for social impact, social enterprise and values driven business
- Copywriting, website and design skills
- Organised and able to prioritise and follow through on varied tasks

Desirable Experience and Skills:

- Knowledge of social impact and the social enterprise sector
- Passion for communications and start up social businesses
- Experience in marketing, communications, branding, copywriting, or graphics design

You are:

- Friendly and have an enthusiastic and positive attitude
- A confident self-starter
- Able to thrive in a small team with an entrepreneurial feel
- Have a values-driven approach to your work
- Able to commit to 1 day per week

In this role you will gain experience across a number of activities in communications in a social enterprise that drives social impact. This opportunity will allow you to work from The Impact Hub King's Cross for free for 100 hours a month throughout 2020, according to a barter agreement of a Hub 100 membership for a full day/week. The Hub is currently closed due to the impact of COVID-19, however in the meantime, the membership can be extended in lieu.

We are happy to support flexible hours across the working week.

Application

If you would like to apply for this opportunity, please send your CV and a cover letter outlining why you are the perfect fit for the team, and how you meet the person specification to:

jessica.russell@impacthub.net

Please use the subject heading: Communications Assistant



Deadline for application: 12.00pm 30th June 2020

Online Interviews will take place: On the 9th July 2020

Start date: Ideally as soon as possible after the interview

We welcome candidates from diverse backgrounds and offer a working environment that has step free access. Feel free to reach out to us if you would like to discuss specific accessibility needs at kingscross.hosts@impacthub.net

Due to the level of applications expected, we regret that we may only be able to reply to successful applicants.