

QM Projects- Project Profile



Core Project information			
Title	Communications Project leader, Creative Support	Remuneration	Unpaid, travel expenses covered
Appointment period	12 days from start date w/c 19 th June. Flexible (1 day per week over 12 weeks, 2.5 days per week over 6 weeks or 5 days a week over 2 weeks.		
Reports to (job title)	Senior Development Officer, Creative Support	Location	Base location; Coopers Court, 124 Eric Street, E3 4SW

Project purpose *(Why does the project exist? What is it there to achieve or deliver?)*

Creative Support is a support provider working with vulnerable adults in Tower Hamlets. We are looking to recruit a Communications Project Leader to take the lead in developing our local online profile, assist in producing our promotional materials - monthly newsletter, What's On guides, posters, and other promotional materials and assist in writing internal communication bulletins.

You may be required to work with service users to co-produce materials so we are looking for someone who is warm, friendly, and has an ability to communicate with a wide range of people.

The project is set up to help us build stronger community links, increase awareness of Creative Support in Tower Hamlets, increase service users involvement and awareness of opportunities.

There is scope within the project to assist with funding applications, volunteer recruitment, events management, and other areas that the volunteer may wish to develop.

Project Skill Requirements *(work experience, qualifications, specialist training, key skills, disposition)*

	Requirements	Essential/ Desirable
Qualifications	To be a current student at Queen Mary or have graduated in 2016.	E
Competency based skills	<ol style="list-style-type: none"> Writing skills - the ability to write content for our service users and online followers that is clear and grammatically correct. Communication Skills - the ability to pass on information to others, both verbally and written, and to write engaging material and posts. An interest in Social Care - a genuine interest in working with and for vulnerable adults. The ability to communicate and work with a wide variety of people. IT skills - ability to use Microsoft Word packages particularly MS Publisher and a familiarity with social networking sites like Facebook and Twitter. Proactivity and use of Initiative - the ability to act in advance, plan ahead and carry out duties in a forward thinking manner. Ability to work unsupervised. Problem solving - the ability to be flexible and respond to any 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>

	challenges that arise.	D
	7. Attention to detail - ensuring written accuracy when producing documents and materials.	D
	8. Motivation - the ability to achieve key goals.	D
	9. Time management skills - ability to prioritise work in order to meet deadlines.	D
	10. Enthusiasm - a genuine interest in and understanding of social media, promotion and writing.	

Responsibilities of the Role

Creative Support is a nationwide charity that provides support for vulnerable adults in a person-centred manner. In the Tower Hamlets area we work with local residents to provide support and care to help people maintain their independence and improve their quality of life. The needs of the adults we work with does vary, and includes mild learning disabilities, mobility disabilities, mental health issues, older adults, and dementia.

Creative Support is looking to recruit an enthusiastic Communications Officer to take the lead in developing our local online profile, assist in writing and marketing our promotional materials - monthly newsletter, What's On guides, posters, and other promotional materials, and assist in writing internal bulletins. The projects will entail:

- Managing and build the Creative Support's local Tower Hamlets online communications, including Facebook Twitter, in order to build up knowledge of the charity in the local area and develop local community links.
- Assisting in producing our East London monthly newsletters, East London What's On guides and other promotional posters, calendars and flyers. This will include collating stories from service users and staff, publicising events and opportunities, and maintaining up to date promotional material.
- Completing internal communication bulletins to ensure Head Office department such as Marketing and Volunteering are up to date with recent achievements.
- Writing press release statements to promote our local community work
- Working with Head Office Marketing team and other staff members to ensure that Creative Support's external communications are consistent and coordinated.

This is an excellent opportunity to gain writing experience in a professional environment. This is also a great opportunity to gain experience in social media, communications, social care, and the third sector.

As part of Creative Support's volunteer service we can offer training such as First Aid and Safeguarding courses. Our Development Officer is keen to discuss other interests and career development goals you may have.

To apply for this role, please visit: <https://qmul.onlinesurveys.ac.uk/qprojects-summer-2018-application-form-2>

Interviews will take place on the afternoon of Monday 11th June 2018