

**Job Description**

**Job title: Communications Assistant**

**Salary:** £19,838 pro rata

**Contract:** Permanent

**Hours of work:** 21 hours per week

**Responsible for:** Communications and administrative support

**Reports to:** Communications Lead

**Benefits:** Progressive career development opportunities and training, 36 days holiday inclusive of Bank Holidays with length of service increments (part-time entitlement is pro rata), contributory ethical pension scheme, flexible working options, enhanced staff wellbeing package, invitation to join Employee Voice group and EDI (Equality, Diversity, and Inclusion) group, central location for transport links.

We welcome applications from all sections of the community and are looking to create an inclusive working environment with a diverse workplace. We particularly welcome applications from people who have lived experience of homelessness.

**Overall purpose of job:**

The purpose of the role is to support the development of SIFA Fireside through effective communications. This role reports directly to the Communications Lead and is critical in raising our profile and communicating the difference that SIFA Fireside and our supporters make to people experiencing homelessness in Birmingham. From external communications to assisting with internal initiatives, this is a varied role which will work to maximise campaigns and strengthen our voice in the community.

**Key tasks:**

1. Assisting on a range of campaigns, from schools and corporate fundraising, to challenges and social events and liaising with corporate partners.
2. Assisting in drafting press releases and newsworthy stories before pitching to media outlets.
3. Updating SIFA Fireside’s social media channels, responding to supporter enquiries online and providing statistics as requested.
4. Assisting with corporate volunteer conversions (incl. liaising with volunteers, arranging photographs, supporting with feedback forms).
5. Exploring and assisting with creative ways to bring SIFA Fireside’s work to life via, for example, video and infographics.
6. Supporting the team with Individual Giving and Communications processes as required.
7. Completing ad-hoc jobs to support the work of SIFA Fireside as requested by the Communications Lead.

\*This is not an exhaustive description of the job. Aspects will change over time and the job holder is expected to contribute to its development and progression.

**Working conditions:**

1. The Fundraising and Communications Assistant will be based at 48-52 Allcock Street, Digbeth, Birmingham B9 4DY, however there can be some flexibility dependent on the weekly schedule and agreement with your line manager.

1. Further employment information is contained in the Staff Handbook.
2. There may at times be a requirement to travel as part of the role and reasonable travel expenses will be paid.

1. Due to the nature of the work, you may be required to work outside of office hours, this may include occasional evenings, weekends, and bank holidays.

**Who are we?**

We are SIFA Fireside, the support centre for any adult in Birmingham that faces homelessness. For 40 years we have supported Birmingham’s most vulnerable people through several services including Crisis, Prevention and Recovery.

Alongside meeting primary needs such as food, showers, and clothing, we provide a gateway to appropriate services such as our Homeless Transition Service, which helps people with support needs move from homelessness into accommodation, and the Adult Support Hub, which focuses on supporting vulnerable adults to maintain their accommodation and wellbeing.

SIFA Fireside is a value-driven organisation, and it is essential that you can demonstrate your alignment with our values of courageous, supportive, dynamic, and inclusive.

SIFA Fireside is committed to ensuring its staff team is reflective of the community we support. We strive to address diversification through new initiatives such as our Employee Voice and our Equality, Diversity and Inclusion staff working group. We are also committed to providing Unconscious Bias and Equality, Diversity and Inclusivity training to all staff.

For an informal discussion regarding this role please contact Robb Sheppard on 0121 766 1700 or email robbsheppard@sifafireside.co.uk.

To apply please download and complete the application form below. Completed applications forms should be emailed to recruitment@sifafireside.co.uk.

**Deadline:** This post will remain open until we find an outstanding candidate.