

## **Communications Assistant Job Description**

- Part time – 7.5 hours per week, to be worked flexibly
- Fixed term contract for 12 weeks (90 hours in total)
- £14.20 per hour (equivalent full-time salary for a 36 hour working week: £ 26,582.40)
- Location: Edinburgh (at 151 London Road) and home working

### **Role**

We are looking for a Communications Assistant to work with the Director and Community Project Coordinator to support the delivery of the Lavender Menace events programme.

We are looking for assistance with our event management. Teamwork is crucial throughout, and sharing of skills and know how is encouraged to enable volunteers.

### **Tasks**

- Creating event graphics suitable for a range of social media platforms
- Writing copy for events and clearing it with authors, facilitators, and directors
- Creating and managing an event on a booking site such as TicketTailor
- Promoting the event on our social media accounts and other routes such as flyer distribution and noticeboards
- Circulating questionnaires and collating feedback after the event
- Liaising with volunteers, audience members, and staff to ensure successful events

- Attending some events and contributing to their smooth running
- Other duties associated with archive and event promotion

## **Person Specification**

### Skills / Attributes - Experience / Qualifications

- Experience of creating content for and promoting events, both online and in person
- Experience of collecting and collating feedback and evaluation data

### Knowledge / Understanding / Skills / Abilities

- Knowledge of the the Lavender Menace Archive collection or interest in LGBT+ history and culture, or willingness to learn
- Ability to work as part of a team and to use own initiative.
- Ability to be self-administering in terms of IT and highly computer literate (Outlook, Zoom, websites and blogs, social media, online apps).
- Punctual, reliable and with high degree of integrity.

## **Application notes**

To apply for this position please email [themenaces@lavendermenace.org.uk](mailto:themenaces@lavendermenace.org.uk) with your CV along with a brief (1 page max) cover letter outlining how your experience and skills match the person specification.

Closing date: 6pm on Tuesday 14th November 2023

Interview Date: Tuesday 21 November 2023 (in person in Edinburgh - details confirmed to successful candidates on Wednesday 15th November)

Expected start date: December 1 2023 (subject to agreement)

Fixed term until the end of February 2024

Lavender Menace Queer Books Archive is working towards being an equal opportunities employer and welcome applications from all members of the community, irrespective of age; disability; gender reassignment; pregnancy and maternity; race; religion and belief; sex and sexual orientation, marriage and civil partnership status.

Lavender Menace Queer Books Archive is the trading name of Lavender Menace CIC, a not-for-profit community interest company. Number: SC663479

Find out more about Lavender Menace Queer Books Archive