Job Description

Job Title: Communications Assistant
Accountable to: Communications Officer and Digital Communications Manager
Hours: 18.25 hours per week (0.5 fte)
Grade: University Grade 4

Overview of the role
The post-holder will be part of a team undertaking a broad range of tasks primarily dealing with internal and external communications. The main objective of this role is to support the Communications Team in promoting the College both internally and externally via its numerous communications channels. Primarily these are: (digital) website / intranet, social media, digital presentation, video, and (non-digital) College magazine(s) and ad-hoc print material.

Main Duties and Responsibilities
- Sourcing, writing and editing news stories for both print and website publication.
- Proofreading material for publication and external communication to ensure that material conforms to our published Style Guide.
- Ensuring that all visual communication meets with our brand guidelines.
- Helping to publish news and features on the College website via the Content Management System (training provided where needed).
- Maintaining and helping to expand the College’s digital image library.

Other duties
- Sourcing and editing of appropriate images for website and publication.
- Use of analytics to identify popular website content.
- Assisting in the production of promotional videos.
- Liaising with staff, Fellows, students and external College community to help keep the Communications Team abreast of news, events and other developments.
Person Specification

Qualities, Experience and Qualifications:

**Essential:**

- Excellent written English.
- Keen eye for detail, and methodical editing skills.
- Meticulous organisation, and an ability to work to deadlines.
- Ability to work both independently and collaboratively.
- A multitasking approach to work with the ability to prioritise.
- A confident communicator to all levels.
- Solid working knowledge of key Microsoft packages (Word, Excel, PowerPoint).
- Willingness and ability to learn on the job as the role evolves.

**Desirable:**

- Experience of working within the Oxford collegiate system or Higher Education.
- Previous work in communications, publishing, journalism or digital media.
- Working knowledge of Content Management Systems (WordPress, etc.).
- Working knowledge of Photoshop or similar digital image software.
- Interest in video production.
- Understanding of social media scheduling tools (Hootsuite, TweetDeck).
- Interest in social media use for corporate communication.