# **CoMO Communications and Administrative Assistant**

## **Job Description**

**Duration:** 10 months Fixed Term, Full Time

### Salary: £20,000 per annum, pro rata

### Reports to: Acting CoMO Network Lead

### Job purpose

To maintain CoMO’s communication channels and events and provide administrative support to the Head Office:

* Coordinating internal and external communications tasks, including social media, newsletters and the website, to support the Communications Manager and represent CoMO externally.
* Creating World Meningitis Day and other communications campaigns resources.
* Assisting in the planning of CoMO conferences and other events and workshops.
* To be a key point of contact within the charity for communications and events enquiries.
* Assisting the CoMO team with general administrative tasks.

### Responsibilities

* To understand our communications style and produce content for the charity’s social media channels and website.
* To create and deliver communications materials for day-to-day activities, as well as in support of events and campaigns.
* To support the Communications and Projects Manager in the organisation and implementation of external events and meetings.
* To carry out routine administrative tasks as and when required.

### Key tasks – Communications Activities

* Maintain an online presence through ensuring updates of the CoMO website and social media channels are made on a regular basis.
* Produce blog articles and news pieces as and when required for the website.
* Create and deliver the monthly internal newsletter and quarterly newsletter.
* Produce communications materials, such as infographics, posters, graphics and emails.
* Work with external partners to provide communications support as and when needed.
* Reach out to external contacts and/or members regarding specific campaigns as and when required.
* Compile reports on communications activities for external and internal audiences.
* Answer general queries that are submitted through the CoMO website and social media channels.

### Key tasks – Admin Activities

* Assist in the research and planning of logistical details for international conferences and workshops, both remotely and on location.
* To update the membership database when applicable and to update the website accordingly.
* Assist in the production of materials for events, such as invitations, agendas and handout creation.
* Analyse feedback from meetings and projects and produce reports.
* Take minutes for regular meetings held by head office and for the quarterly CoMO Advisory Council meetings.
* Assist with day-to-day general administrative tasks as and when required to support the head office and wider MRF team.
* Travel internationally occasionally to support conferences and projects in person if required.

## **CoMO Communications and Administrative Assistant**

## Person specification

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This role is well suited for a person with excellent IT and organisation skills, a positive and proactive attitude, and the ability to learn quickly. Experience or knowledge of communications techniques is desirable but not essential. We’re looking for someone who is passionate about working in the charitable sector, and is happy working within a small team and taking the initiative to work autonomously.

### Essential

* IT literate to a high degree. Able to use MS Word, Excel and Outlook quickly and efficiently.
* Excellent communication skills, both written and oral.
* Good personal organisation and attention to detail.
* Excellent time keeping skills.
* High levels of integrity and respect for confidentiality.
* A team worker, able to build positive relationships, be supportive, and remain calm and confident.
* A desire to learn new skills.

### Desirable

* Experience of working in a charitable organisation.
* Experience taking minutes for meetings.
* Experience using social media platforms such as Facebook and Twitter.
* Experience producing communications materials such as infographics or graphics for social media.
* Experience arranging transport and accommodation, especially abroad.
* Experience researching venues for meetings/conferences.
* An interest in global health.
* Experience working with people in different time zones.
* The ability to speak another language, in particular French or Spanish.

### Training

Training in all aspects of the role will be given to the successful applicant.