

Spike Island

PERSON SPECIFICATION

COMMUNICATIONS ASSISTANT

Attributes	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> Qualification in an arts or communications related subject
Knowledge	<ul style="list-style-type: none"> Knowledge of, and interest in, contemporary visual art and culture Knowledge of, and interest in, accessible and inclusive communications 	Knowledge of data protection issues (Data Protection Act 2018)
Experience	<ul style="list-style-type: none"> An interest in digital communications, including social media, e-communications, websites 	<ul style="list-style-type: none"> Experience in an arts, museum or cultural organisation Digital marketing experience Confident using Instagram, YouTube, Vimeo, Soundcloud and other leading digital channels, ideally in a professional capacity. Experience of working in an office environment
Skills	<ul style="list-style-type: none"> Ability to work calmly under pressure and to use own initiative to respond creatively to challenges Excellent communication and interpersonal skills Driven to deliver high quality and engaging communications Proactive and confident Self-motivated team player Excellent personal organisation and time management skills Computer literate: knowledge of Windows operating system and Microsoft Office packages 	<ul style="list-style-type: none"> Experience working with Adobe suite which may include Photoshop, InDesign and Illustrator
Circumstances	<ul style="list-style-type: none"> Committed to working flexibly within a small team Living with an easily commutable distance from Bristol, or a willingness to relocate Able to work from home if required (with an internet connection, laptop would be supplied by the organisation) 	



Spike Island Artspace Limited
 Registered charity no. 1003505
 Registered in England
 and Wales no. 2624621
 VAT no. 650 5760 40

Terms and Conditions of Appointment

Job description:	The job description is a guide to the targets that the Communications Assistant is expected to achieve. They may be changed from time to time by agreement to meet changing circumstances.
Hours of work:	14 hours / two full days a week (normal office working hours are 9am–5pm between Monday and Friday). You will be entitled to an unpaid lunch break of one hour each day.
Salary:	£19,000 per annum, pro rata
Term:	1-year fixed term contract (possibility of extension)
Start date:	Postholder to start as soon as possible
Holiday:	In addition to bank/public holidays, employees are entitled to 4.6 weeks annual leave on full pay (pro rata).
Pension:	Spike Island offers access to a work place pension scheme that you would be eligible for auto enrolment in to on completion of three months' service. If you are not eligible you will be offered the opportunity to join the work place pension scheme after completion of your probationary period.
Probationary period:	This post is subject to a probationary period of three months. There will be a staff review at 1.5 months and again at 3 months. This period can be extended but by no more than 6 weeks in any circumstances.
Notice period:	Upon completion of the probationary period, employment is subject to a one-month notice period.
Benefits:	Spike Island offers access to the following schemes: Cyclescheme An Employee Assistance Programme

All such benefits apply during the course of your employment only.