



SOS CHILDREN'S  
VILLAGES  
UNITED KINGDOM

**Title:** Communications Assistant

**Reporting To:** Communications Manager

**Location:** Cambridge, CB2 1NL

**Salary:**

**Contract:** 6 months

**Hours:** 35 hours per week, 0.8 FTE (80%) would be considered

**About SOS Children's Villages UK (SOS UK):**

SOS Children's Villages is a global charity working to protect children who have lost parental care, or who are at risk of losing it. We provide children with a stable and positive family life and support young people with skills training, enabling them to lead independent, fulfilled lives. Our work protects and improves the lives of children in 125 countries, working with communities to keep fragmenting families together and, where this is not possible, build new families for children at risk. As a global authority on alternative care, SOS Children's Villages works in partnership with the United Nations, advocating for the rights of all children and contributing towards the development of key child protection policies. For more information, please visit [www.sos-childrensvillages.org](http://www.sos-childrensvillages.org) (internat. office) and [www.soschildrensvillages.org.uk](http://www.soschildrensvillages.org.uk) (UK office).

**About the Post:**

Reporting to the Communications Manager, you will support the communications team in the implementation of SOSUK's content marketing strategy. As part of a small, but highly ambitious, communications team you will work closely with the Communications Manager to identify and create engaging stories of SOS UK's global work, coordinate content for our external audiences and monitor press activity. You will also support the team with the production of communications materials such as blogs, news stories and e-newsletters.

**Specific responsibilities include:**

- Sourcing case studies from our online database, and from across the organisation, which are engaging, accessible for our audiences and demonstrative of SOSUK's commitment to protecting children worldwide
- Identifying content which fulfils the set requirements of a variety of communications outputs, including our digital channels, supporter communications and fundraising materials
- Compiling accurate and informative background research on SOS programmes and activities which can supplement our communications
- Proof-reading and editing copy for on- and offline communications

- Development of external communications forward-planning schedules, with support from the Communications Manager
- Contributing ideas during Communications team meetings and creative sessions
- Coordinating communications content by taking responsibility for the communications calendar, content library and other organisational tools
- Monitoring press activity and identifying topical and relevant news stories
- Liaising with external freelancers and print agencies as required
- Assisting in producing and monitoring project schedules
- Supporting the Communications Manager in any other task as can be reasonably expected.

## **PERSON SPECIFICATION**

### **Education and Qualifications:**

Degree level education

### **Essential:**

- Strong written communication skills and effective personal communications
- Attention to detail and excellent organisational skills
- Excellent proof-reading skills
- Good interpersonal and team working skills
- Computer literate and confident in using MS Office software, SharePoint and online databases
- Hard-working, enthusiastic and a self-motivator
- Strong creative skills and a keen eye for what makes a good story
- Ability to multitask and prioritise effectively
- Proactive and 'can do' attitude; solution oriented

### **Desirable:**

- An interest in developing a career in communications
- A keen interest in the media and a desire to learn more
- Experience of proof-reading and editing
- Experience of writing engaging copy
- Broad understanding of the non-profit sector and the iNGO/development sector

### **To apply:**

Please email a copy of your CV and covering letter of no more than 1 A4 page with the titles "your name cover letter" and "your name CV" to Lucy Prioli at [Lucy.Prioli@sosuk.org](mailto:Lucy.Prioli@sosuk.org).

The deadline for applications is 22 April 2019.

Interviews will be conducted in the week commencing 23 April 2019.

**Supporting material:**

- [www.soschildrensvillages.org.uk](http://www.soschildrensvillages.org.uk)
- <https://www.sos-childrensvillages.org/>
- Organisational diagram