



## Vacancy

### Temporary Part time Communications and Administration Assistant

South Yorkshire Climate Alliance (SCA) is looking for someone to take a communications and administration role on a temporary basis for three months.

SCA facilitates collaborative work between businesses, trade unions, faith bodies, community-based organisations, student groups and schools, and the general public. We believe that together, we can increase understanding of the causes and effects of climate change and the just solutions to it, and take action to reduce, adapt and build resilience to its effects.

#### Information:

SCA strives to be a flexible, supportive employer. We benchmark employee salaries against rises in the Living Wage Foundation rate.

The role is part time, based at home and is available either as a self-employed or employed position. The hours are to be agreed for up to 3 days a week until the end of May 2022, with a possible extension and opportunities within SCA in the longer term.

Salary is pro rata to £18,500 per annum.

**To apply:** Please complete the SCA application form and recruitment equal opportunity monitoring form, and send to [vanessa@sheffieldclimatealliance.net](mailto:vanessa@sheffieldclimatealliance.net).

**Closing date for applications:** 5pm Thursday 24th February 2022.

**Interview dates:** Week commencing Monday 28th February 2022.

**Expected start date:** As soon as possible.

We are working towards increasing the diversity of our team, and particularly encourage applications from Black, Asian and Minority Ethnic backgrounds.

To arrange an informal talk about the role contact [vanessa@sheffieldclimatealliance.net](mailto:vanessa@sheffieldclimatealliance.net).





## Role Specification

### Main tasks:

	<b>Communication tasks</b>
<b>1</b>	Be the first point of contact for South Yorkshire Climate Alliance (SCA), monitoring enquiries by email or phone, and forwarding appropriately, ensuring that a response is received.
<b>2</b>	Send regular email mailings to those on the SCA email list, and update contact details on the mailing list as required.
<b>3</b>	In conjunction with the SCA Coordinator, devise and circulate SCA monthly newsletter.
<b>4</b>	Maintain SCA's two websites - <a href="https://www.southyorkshireclimatealliance.org.uk/">https://www.southyorkshireclimatealliance.org.uk/</a> <a href="https://www.candosouthyorkshire.org.uk/">https://www.candosouthyorkshire.org.uk/</a>
<b>5</b>	Manage SCA's Twitter, Facebook and Instagram accounts, regularly updating with relevant climate news and sharing posts.
<b>6</b>	Send out press releases; keep up to date with local climate news.
	<b>Administration tasks</b>
<b>7</b>	Bookkeeping: working with budget holders and SCA treasurer, manage the first part of SCA procurement process: gaining authorisation, track orders/work commissioned, logging receipt of invoices, file and pass to treasurer a copy for payment.
<b>8</b>	General filing and maintenance of SCA electronic filing system.





## Person Specification

<b>Skills and abilities</b>
Strong social media skills in an organisational context.
Good communication skills – written, verbal and interpersonal.
Ability to manage your own time and seek support as appropriate.
Ability to work from home.
<b>Experience:</b>
- of maintaining a website using Wordpress or similar.
- of administrative systems including Mailchimp or equivalent email, ICT skills, telephone.
<b>Approach:</b>
Commitment to SCA's mission and working to principles of climate justice.
Personal commitment to equality, diversity and inclusion.
Collaborative behaviour, able to work in a team.
Commitment to a positive learning culture of feedback and continuous improvement.

