



Communications Assistant

Job Description.

About the

Role.

The Communications Assistant will support the Pact Communications team in delivering an effective communications strategy for both our members and wider stakeholders, and work with departments across the organisation on a range of communications-based tasks.

The role includes responsibility for supporting the maintenance of key areas of content on the Pact website (pact.co.uk) including the Resource Hub and Events section, and the candidate will be expected to learn Pact house style so that they can provide draft copy across all channels of communication.

Management

& Reporting.

The Communications Assistant reports to the Head of Communications who is based part-time at the Pact London office. They will also work very closely with the Pact Communications Consultant, who oversees the website and works remotely.

Location

& Hours.

Hours of work are expected to be 9:30am-6:00pm, Monday to Friday. This role is based full-time in our Leeds office. Travel will occasionally be required to our London office.

Key

Tasks.

A non-exhaustive list of priorities and tasks includes the following:

- Working closely with the Communications Consultant to maintain the Resource Hub and other areas of the Pact website, regularly reviewing content and liaising with colleagues across all departments to archive, update and draft new content and ensure accurate naming and tagging conventions are followed.

- Drafting website copy in collaboration with colleagues, providing particular support to the Nations & Regions and DEI departments.
- Drafting copy and uploading content to the website in respect of third-party member offers and discounts.
- Providing social media support by drafting and scheduling posts from Pact accounts, ensuring that events and online resources are highlighted.
- Liaising with colleagues to draft and edit promotional copy for events and uploading the details to the website.
- Managing the ticketing and booking process for events and providing regular updates to colleagues where requested.
- Occasional attendance at Pact events to provide member and communications support.
- Assisting Pact event organisers with managing guest lists and post-event feedback and attendance reporting.

Key

Attributes.

It is expected that the Communications Assistant:

- has strong written and verbal communication skills with the ability to draft and edit engaging content that is appropriately tailored to the intended audience.
- can work on their own initiative, with excellent attention to detail and time management.
- enjoys working collaboratively within a team and is willing to be flexible.
- has excellent people skills and is confident communicating with people in-person as well as remotely.
- has existing knowledge of the UK film, television and online content industry.

Desirable

Experience.

It is desirable that the Communications Assistant has experience of:

- uploading online written and visual content using a CMS.

- using image and video editing software, preferably Adobe Photoshop and Premiere Pro.
- event organisation and communications, with an understanding of the various phases involved from ticketing and marketing through to post-event feedback and reporting.

This job description is not exhaustive and may be altered to include any other duties which may reasonably be required.

For any questions, please contact Head of Communications, Amber Vassiliou: amber@pact.co.uk.