



CREATING ENERGY WE CAN ALL FEEL GOOD ABOUT

lowcarbonhub.org

Communications Assistant

Title of post:	Communications Assistant
FT or % P/T:	Full time (36 hours) permanent contract Would consider part time for the right candidate
Principle location of work:	Low Carbon Hub offices, Oxford city centre
Salary:	Salary: £21,000 plus 3% employers pension contribution
Holiday entitlement:	25 days plus bank holidays
Immediate line manager:	Communications Manager
Staff managed:	None
Closing date for applications:	Thursday 2 May; Interviews scheduled for the morning of Wednesday 8 May and Thursday 9 May

About Low Carbon Hub

The Low Carbon Hub is a social enterprise that's out to prove we can meet our energy needs in a way that's good for people and good for the planet. The days of fossil fuels are numbered. The shift to renewable generation is gaining pace and gives us the opportunity to reshape the way we manage our energy.

We develop community-owned renewable energy in Oxfordshire and re-invest 100% of our own surplus in our mission to create an energy system we can all feel good about.

We work with several partners, large and small, including academia, local authorities, government and commercial businesses to demonstrate in practice how we can transform to a zero-carbon energy system.

You can read more about us on our website: www.lowcarbonhub.org

Overall purpose of the job

We're looking for an adaptable and positive Communications Assistant who can hit the ground running to support our Communications Manager and the wider Social Impact team.

You will help deliver the Hub marketing and communications strategy to key stakeholders including Members, supporters, partner organisations and potential investors. The post holder will help tell our story and will write, edit, co-ordinate and publish content across various channels, including the website, social media, press releases and print and online communications and marketing material. They will also assist in organising and attending stakeholder events.

This will be a varied and interesting job with lots of opportunities for creativity and developing new skills. The right person could really make a mark.



CREATING ENERGY WE CAN ALL FEEL GOOD ABOUT

lowcarbonhub.org

You don't need to tick all the boxes in the job description, but you do need to demonstrate some communications experience and a keen interest in the role and the Hub's work in general.

Nature and scope

Effective communications and publicity are critical to the delivery of individual projects and the overall aims and ambitions of the Low Carbon Hub. We are looking for a confident and flexible team player to help the Communications Manager deliver our core communications activity.

Communications

- Maintain and develop social media channels, keeping them fresh and up-to-date and engage with our online community
- Use analytics programmes to monitor and report on social media activity and engagement
- Planning and producing the monthly e-newsletter: gathering stories, writing material, checking and proofing material and maintaining accurate subscriber lists
- Develop, manage and update the Low Carbon Hub and OxFutures websites
- Support the organisation of events such as conferences and the AGM and help produce event material such as publicity material and presentations
- Attend and support at Low Carbon Hub events as needed
- Collaboratively work with the wider Social Impact Team to implement campaigns
- Assist with creating marketing material, including printed material, blog posts, social media posts, newsletters etc. to support Hub projects and products
- Liaise with external suppliers such as designers, photographers, printers etc.
- Manage communications and marketing filing system on Box
- Assist team in responding to marketing queries
- Any other duties in support of the Communications Manager

Press

- Maintain library system for press appearance, monitor cuttings and report
- Support team in liaising with press as required

Brand

- Ensure consistent branding is used throughout work
- Help maintain and build the reputation of the Low Carbon Hub
- Act as a brand champion

Experience, knowledge and skills:

*The following attributes are **essential** for the role:*

Experience

- Proven experience, at least one year, in a communications, marketing or similar role
- Experience in delivering promotion and publicity work including copywriting, social media, website management, email marketing
- Excellent attention to detail and a commitment to quality
- Experience of marketing and co-ordinating events

Knowledge



CREATING ENERGY WE CAN ALL FEEL GOOD ABOUT

lowcarbonhub.org

- A keen interest in communications, marketing and publicity
- A commitment to the Low Carbon Hub's aims and mission
- Broad range of IT applications including standard Microsoft Office packages
- Confident in the use of digital platforms and experience of creating content for digital

Skills

- Excellent written and verbal communication skills, with proven experience in communicating effectivity in writing, person, and over the phone
- Identify, compose, edit and distribute communications to a range of target audiences
- Excellent organisational skills, the ability to plan, prioritize and manage workload effectively
- Strong interpersonal skills including the ability to liaise with external contacts and range of stakeholders
- The ability to work unsupervised, flexibly and as an enthusiastic and constructive team player

*The following attributes are **desirable**:*

- Experience of managing websites, in particular Wordpress
- Experience of working with local or national media and the creation of press releases
- Experience of working within a values-driven organisation, such as in environmental, low carbon or similar organisation
- Working knowledge of design packages such as Adobe InDesign and Photoshop
- Experience of monitoring and evaluating marketing and communications activity
- Experience in creating short video content
- An understanding of data protection and GDPR
- An understanding of renewable energy and wider environmental issues

How to apply

Please use the application form to apply. CVs and supporting letters **will not** be considered as part of the application process.

Your application should demonstrate how your skills and experience relate to the person specification above.

The deadline for completed application forms is **midnight, Thursday 2 May**

Interviews are scheduled for **the morning of Wednesday 8 May and Thursday 9 May**

Applications should be sent to info@lowcarbonhub.org with 'Communications Assistant' in the subject.