

Communications & Engagement Assistant

Full Time, Permanent

Salary: £20,795 - £26,128 per annum

Hours: 35 hours per week

Location: Cardiff/Homeworking (Agile Platform)

St John Ambulance Cymru

St John Ambulance Cymru (SJAC) has supported people and communities across Wales since 1880.

Now, in 2022, St John Ambulance Cymru continues to perform a major role in strengthening community resilience, ensuring people are trained in first aid and able to fulfil key front-line roles to support vulnerable people, in addition to offering the opportunity for people from all backgrounds to develop their personal skills and confidence to support our charitable and income generating services whilst assisting their own career development.

Our focus is developing new, innovative services to help us achieve our mission of saving lives and enhancing the health and wellbeing of communities in Wales. We're undergoing an extensive and exciting programme of modernisation, forward thinking, encompassing a review of our existing services, financial and workforce models and we're developing a rejuvenated culture aligned to our core vision and values to improve our overall people experience.

The Opportunity

The Communications and Engagement Assistant will be integral in supporting the development and delivery of an integrated, coordinated communications plan that will assist with growing the brand awareness of St John Ambulance Cymru (SJAC).

The postholder will be the first point of contact for internal communications queries, providing subject matter expertise and a professional and helpful response to staff and volunteers.

They will help to create social media content (including video content), respond to customer enquiries, and monitor our social media channels using appropriate language and tone for different audiences, as well as gathering content and proofreading key publications.

What you will need to be successful

We are looking for a Communications and Engagement Assistant to join a small friendly team coordinating press and media enquiries at our National Headquarters in Cardiff.

You will be organised, creative and innovative and enjoy dealing with people in a friendly and professional manner. The successful candidate will have excellent communication skills, with the ability to communicate via written, verbal and digital channels.

What you'll get in return

In return, you'll have access to a range of benefits including, but not limited to:

- 31 days holiday (including bank holidays)
- Access to a Blue Light Card, providing various discounts at more than 15,000 retailers.
- Employee Assistance Programme (EAP)
- Access to Private Medical Care
- Home/flexible working
- Various training and development opportunities

How to Apply

If you want to join Wales' leading first aid charity and you have the required skills and attributes to help us lead the delivery of our training strategy, we would love to hear from you!

To apply for this exciting opportunity, please download the attached application form and send it to recruitment@sjacymru.org.uk along with your CV by midday on **Wednesday 10th August 2022**.

Interviews will be held via Microsoft Teams, the week commencing **15th August 2022**.