**Young Y&C – Communications & Administration Officer**

Full time (part/time negotiable), £22k per annum, based in Kensington & Chelsea, initial 12-month contract

This is an exciting opportunity to join the recently formed Young K&C as a Communications and Administration Officer. This is a varied role. You will be helping create an innovative new organisation and make a real difference to young people’s lives.

Young K&C is a brand-new charity established to support children and young people in Kensington & Chelsea. Young K&C is an innovative cross-sector partnership, working with youth clubs, charities, schools, businesses and Royal Borough of Kensington & Chelsea.

A membership organisation, the Communications and Admin Officer will promote the work of our member organisations – mainly small charities that work with children and young people in Kensington and Chelsea – via website and social media.

The role will also include helping small charities in Kensington and Chelsea to develop the skills and knowledge to publicise what’s available for local young people.

As a new youth charity, we would like to establish a steering group of local young people, to help guide our work. Your role will be to help us establish this and recruit young people to join the steering group.

We will be running a small grants programme for our member charities. Part of your role will be to help with the administration and smooth running of our membership system and our grant giving processes.

We are seeking a highly literate individual into an exciting and flexible environment which offers excellent prospects as the charity develops.

This is a full-time role but part time hours/ job share negotiable for the right candidate/s.

You can read more about Young K&C at our websites, [www.youngkandc.org.uk](http://www.youngkandc.org.uk) and [www.ourcity.org.uk](http://www.ourcity.org.uk)

Interested? Send your CV with contact details for 2 referees and a short supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post and return to [info@youngkandc.org.uk](mailto:info@youngkandc.org.uk), by 10am on Monday 27 July 2020.

**Young K&C: Communications and Admin Officer, Job Description**

**YOU! What will you need to do?**

There are four key areas that you will be working on:

* Communications: promoting our member organisations on social media and helping with developing content for our websites, [www.youngkandc.org.uk](http://www.youngkandc.org.uk) and [www.ourcity.org.uk](http://www.ourcity.org.uk)
* Writing content for our website, newsletter and other publications
* Developing a youth steering group, recruiting local young people and supporting them to input into the development of Young K&C
* Admin, helping keep our databases and record keeping up to date.

As the organisation develops, then your role is likely to adapt.

**Responsibilities**

**Communications and Digital:**

* Develop, manage and update content for website and social media
* Promote local charities and opportunities for young people via social media
* Plan and create multi-media communications materials
* Create short video/GIFs
* Help develop promotional materials for Young K&C

**Youth Steering Group:**

* Working with the CEO to recruit local young people to take part in a steering group for Young K&C
* Organise meetings and support for the youth steering group
* Work closely with RBKC’s youth council

**Admin**

* Help with updating our database and with administration of our membership and grant giving processes

**YOU! What kind of person are we looking for?**

The successful candidate will be able to demonstrate the following skills or characteristics in the application. It is essential that you give evidence or examples of your experience, knowledge and skills where possible.

**Excellent Literacy Skills** – you will have excellent literacy skills, including writing skills. Maybe you will have a degree and/or good A-levels in English, Marketing or an arts subject or you will be able to demonstrate your literacy skills through your work experience. You will have good attention to detail and will be able to check and proof read for accuracy.

**Excellent Organisational skills** – you will have excellent organisational skills. You will be able to show us that you are able to plan and organise yourself and other people, either through your work experience or through your extra-curricular activities.

**Communications and IT** – you will enjoy using a range of social media, including Facebook, Twitter and Instagram. You will be comfortable using IT including Microsoft Office.

**Knowledge and understanding of issues affecting young people in inner London** – you will be able to demonstrate a good understanding of the issues affecting children and young people growing up in inner London.

**Positive attitude and ready to learn** – you will be full of ideas, thinking outside of the box and can contribute your creative thinking into the successful development of the Young K&C. We will support you to undertake relevant training for your role, including website and database training.

**Mucking in** – working in a small team with tight resources you will enjoy helping out with getting things done.

**The cause** – you will be passionate about our vision to support children and young people, committed to supporting diversity and inclusion.

**Flexibility** – you will be able to work effectively from home or from our small office in Kensington and Chelsea.

*Black and Minority Ethnic people are currently under-represented in Young K&C’s workforce and also within the charity sector. Young K&C particularly welcomes applications from Black and Minority Ethnic people who have excellent literacy skills.*