

Lordship Hub Co-op

Community building in every sense

Digital Communications Assistant (Fixed Term)

Salary: £4093.44 per annum

Hours: 6 hours per week, one fixed day a week to be arranged

Location: Lordship Recreation Ground, Higham Rd N17 6NU

Establishment: Lordship Hub

Start date: As soon as possible

Closing date for applications : Friday 8 December 2023

Who we are and what we do

About Lordship Hub

The Hub is a community run cooperative in an attractive building at the heart of a beautiful park, overlooking a lake. Our aim is to provide services that are needed in the local community.

We run regular, affordable classes. Activities range from advice sessions to Capoeira and Sound bath sessions. We also organise various events such as our annual Christmas Fair, Community days and Cloud Appreciation Day, which are well-attended by a wide cross section of the community. These events provide entertainment, information and opportunity for discussion and a chance to get to know other local people and strengthen links in the community.

Our café has become a popular venue, serving park users and the community. This includes serving a menu that includes fresh, wholesome, tasty and affordable food.

As a community cooperative we run differently to a normal business. For both practical and ethical reasons we have a flat management structure. As part of our team you'll get real responsibility right from the start and a fantastic opportunity to participate in all aspects of the development of **your** "Hub".

Our values are central to what we do. This means we make decisions together, as a staff/volunteer team, and with our members.

Who we're looking for

We are looking for someone who is enthusiastic about digital communications, working in a community centre and likes to work as part of a team. Someone friendly, open minded and willing to learn.

As digital communications assistant you will be working closely with the Hub co-ordinator and the volunteer co-ordinator and other members of the team to help inform the community about our services .

You will work collaboratively as part of a committed team but will have the ability to work independently if required. You will be building on your existing skills and adapting them to the needs of The Hub.

Essential Experience of using:

- Social media platforms including Facebook, Instagram and Twitter
- Aggregator tools including buffer
- Wordpress (or a willingness to learn)
- Mailchimp (or similar)
- Excellent written and verbal communications skills
- Good problem-solving skills and the ability to take initiative and be flexible

Desirable

- Knowledge and experience of evaluation and analytical tools such as google analytics
- A commitment to co-operative working and collaborative decision-making.
- A commitment to the local community.

Why it's great to work at "The Hub"

- Work with a friendly and committed team with a mix of talents to support each other
- Enjoy a friendly, lively atmosphere in a beautiful park setting
- Be part of a community-run organisation involving local volunteers and users
- Be involved in shaping how the Hub works for the local community in future

To apply

Please send your CV and a covering letter to: carola@lordshiphub.org.uk

Email us for a chat if you have any questions about the role.

How we will be assessing applications

CVs and covering letters will be assessed against the essential and desirable criteria listed in the job advert. Please make it clear in your covering letter and CV how you meet these criteria.