

Communications and Office Support Job description

Job title:	Communications and Office Support
Location:	Central Bristol office (with option for hybrid working as required)
Reports to:	Head of Communications and Chief Executive
Contract:	2 days per week, 12-month contract
Salary:	£10,000 pa (£26k pro rata)
Start date:	7 th May 2024

About Association for Science and Discovery Centres (ASDC)

ASDC is the national charity that brings together the UK's major science engagement organisations to play a strategic role in the nation's engagement with science. Within our network are over 50 of the nation's largest publicly accessible science centres, discovery centres, science museums and scientific bodies.

Our vision is for a society where people are intrigued, inspired and involved with the sciences. To achieve this, we work in close partnership with staff at all levels in our member science and discovery centres and museums. We also promote close collaboration and connection across the wider science education and engagement ecosystem, working with various stakeholders such as charitable trusts, research councils, Government departments, industrial partners, wider networks, youth and community partners and charities across the UK.

Position Overview

As our Office and Communications Support you will play a vital part in ensuring the smooth operation of our office and facilitating effective communication both internally and externally. We are looking for someone who is creative, organised and an excellent communicator who will enjoy working collaboratively at the heart of a small and fast-paced team.

Role responsibilities: Communications

Working closely with our Head of Communications you will be:

- Collating content for monthly newsletters
- Updating content on ASDC websites
- Sharing content across social media channels
- Drafting and editing copy
- Creating project communications plans
- Creating graphics and multimedia content
- Maintaining awareness of wider trends relevant for ASDC and our members

- Ensuring comms are on brand and uphold our reputation for being a trustworthy and professional organisation

Role responsibilities: Office support

- Providing administrative support to the team
- Drafting and proof-reading documentation
- Organising meetings both online and in person
- Maintaining and updating the database and mailing lists
- Monitoring mailboxes

Essential skills and experience

This role operates in a fast-paced, dynamic environment with high delivery standards. We seek a candidate who can adapt to evolving needs without compromising quality, demonstrating initiative and self-direction.

- Proven experience in office administration or communications support roles
- Proven experience of creating engaging content across different platforms, including website copy, blog posts, newsletters, and multimedia materials
- Proficiency in using Microsoft Suite and *ability to learn new software*
- Strong attention to detail to ensure accuracy and consistency in communication materials, including grammar, spelling, and formatting
- Excellent organisational skills
- Ability to work independently as well as collaboratively

Desirable skills and experience

- Previous experience working in an educational setting or with non-profit/charities
- Keen interest in STEM
- Understanding of diversity, equity, inclusion and accessibility in the workplace and online

Benefits

- Cycle to work scheme
- Professional development training available
- ASDC Health Cash Plan

Hours

This will be a part time role, with minimum hours of two days per week, 7.5 hours per day but with the flexibility to work additional hours as agreed. We have a conveniently located office in central Bristol, 15-minute walk from Temple Meads station.

This role is predominantly office based. Following probation, we can offer flexible working hours with the option for hybrid working. Please talk to us about your requirements.

Diversity, equity and inclusion

ASDC has a strong commitment to Equity, Diversity and Inclusion (EDI), we believe in creating a work environment where everyone feels welcome, respected and supported. We

value the positive impact greater representation will have on our organisation, programmes and culture and welcome applications from people of all lived experiences. We want to work with you to ensure the recruitment process is accessible for you, please contact us if you have questions about ASDC, our accessibility or recruitment process.

How to apply

Please email your CV along with a covering letter or short video outlining why your skills and experience would be a good fit for this role to admin@sciencecentres.org.uk with 'Communications and Office Support' in the subject line. Please note only applications with a covering letter or a video will be considered for this role.

To apply for this role you must be eligible to work in the UK.

Closing date: 5.30pm, 25th March 2024

Interviews: 18th and 22nd April 2024

Start date: 7th May 2024