

We are excited to be taking part in Kickstart! This Government-funded scheme is open to 16-24 year olds who are claiming Universal Credit. If you are eligible and would like the opportunity to join our team - please apply via the [Kickstart scheme website](#).

Contract: Part-time (8hrs per day 3 days a week, flexible working can be offered)

Location: Hybrid working between Paddington, London and remote

Salary: Real Living Wage £9.50 p/h in UK and £10.85 p/h in London

Summary

Big Change was founded to think differently about how charity can be a catalyst for positive change - we back big ideas that are rethinking how we set young people up to thrive in life, not just exams.

We have built an extraordinary network of project partners, cross sector influencers and supporters who are at the forefront of change. Providing direct support to our Marketing and Communications Manager you will enable us to share their compelling stories and engage key stakeholders to support our mission.

Key Roles and Responsibilities

Responsibilities include, but are not limited to:

- Social media support - planning, drafting, posting and scheduling
- Monitoring news/social media channels
- Supporting with analytics and reporting - tracking and monitoring campaigns / social activity
- Copywriting / proofing
- Website CMS - uploading content (blogs, project info) to WordPress and formatting
- Support with newsletters - planning, content and layout

Key stakeholders include:

- Marketing & Communications Manager
- Community Team

Essential skills, experience and qualifications

- Excellent communication skills
- Experience using /managing social media and websites (training)
- Computer literate with skills in Word and Excel
- Excellent attention to detail
- Team oriented

Approach to Diversity

Big Change believes greater diversity will lead to greater outcomes for young people. We welcome applications irrespective of gender, disability, age, sexual orientation, race or religion and belief, and particularly from people with diverse backgrounds and experiences, including those who are differently abled, or have overcome challenging experiences. | More information about Big Change can be found on www.big-change.org