

Communications Assistant

Association of Christians in Counselling and Linked Professions

Fixed-term role, initially for 6 months

Salary £10,290 per annum + 25 days holiday pro rata

15 hours per week preferably spread over Tuesday, Wednesday and Thursday within core office hours 9am – 5pm (there is some flexibility over working days and times)

Are you passionate about communications with an interest in marketing? Are you looking for a role that offers flexibility and opportunities to develop your skills in a supportive and dynamic environment? Would you like to contribute to the growth of a small but significant organisation?

We are looking for an enthusiastic and organised individual with excellent communication skills to join us on a fixed-term basis. The role will be mainly home based, with occasional travel needed for team meetings and events. Candidates will be ideally within travelling distance of Coventry to attend occasional team meetings.

We welcome candidates with any of the protected characteristics as defined in the Equality Act 2010. However, as the Christian faith is central to our work at ACC, and as we are a praying community, there is a genuine occupational requirement for candidates to hold a personal Christian faith.

The Association of Christians in Counselling and Linked Professions (ACC) is a UK charity that provides membership services for people and organisations involved in professional counselling, psychotherapy and the ministry of pastoral care in the UK and overseas. We hold an Accredited Register of counsellors and psychotherapists under the Professional Standards Authority. Find out more about us [here](#).

Please see below for role description and person specification.

Please note: to apply for this job, you will need to be eligible to work in the UK.

Association of Christians in Counselling and Linked Professions

Postal Address: PO Box 6901, Coventry, CV3 9SG

0247 644 9694 office@acc-uk.org www.acc-uk.org

Registered Address: International House, 24 Holborn Viaduct, London, England, EC1A 2BN

Registered Company No: 02791541; Registered Charity No: 1018559; Scottish Registered Charity No: SC039810

VAT No: 641687715



To apply please send a recent C.V. and covering letter setting out how you meet the person specification to Yineng Hart at yinenghart@acc-uk.org.

Closing date for applications: 5pm Friday 5 July 2024

Interviews are provisionally planned for 16 & 17 July 2024.

Role description

The role of the Communications Assistant will report to the Head of Training and Communications, and be responsible for:

- Plan and create engaging social media content (graphics and text), maintain social media accounts and interact with/engage with activities on the platforms if appropriate.
- Design, format documents, e.g. policies, guidelines, and presentations, e.g. training slides, in line with ACC branding.
- Maintain, update website content, e.g. sourcing images, adding new content where needed, and ensure the information is relevant to clients, professionals and stakeholders.
- Create marketing/promotional materials for events (e.g. conferences), and to attract prospective members.
- Organise and promote members' forums.
- Organise marketing and promotional campaigns in order to raise the profile of ACC.
- Collate adverts for each issue of ACC's journal *accord*.
- Respond to enquiries about advertising.
- Video editing if required.
- Other duties as reasonable and required.

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Person specification

Criteria	Essential (E)/desirable (D)
Has a Christian faith and commitment, takes part in ACC's prayer life and accepts an ecumenical working environment and service provision	E
Ability to choose words, images and design to communicate the organisation's values, vision and key messages	E
Commitment to high standards and professionalism	E
Attention to detail	E
Excellent verbal and written communication skills	E
Ability to work in a team as well as under own initiative	E
Ability to work from home and be self-motivated to manage time, tasks and priorities	E
Ability to organise and plan to meet deadlines	E
Ability to be flexible, and work under pressure	E
Good working knowledge of Microsoft Office suite, and social media platforms	E
Willingness to learn new skills	E
Ability to respond well to direction, and constructive critique	E
Enthusiastic, proactive and takes initiative	E
Has training or experience in design	D
Has an understanding of counselling, pastoral care and wellbeing	D

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Has experience of working in a professional setting	D
Willingness to travel for meetings and events	D

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