

## **Social Enterprise World Forum (SEWF) is hiring!**

**Role:** Communications Assistant

**Start date:** February 2023 (flexible with latest possible start date 20 February 2023)

**Location:** Applicants must be based in time zones within GMT – GMT+2. Remote / home-based. Must have strong internet connection. Some travel may be for meetings and events.

**Contract:** Self-employed, part time (96 days per year), contracted role with 6-month probation period for all roles within SEWF. Working hours to be arranged with the communications manager. Some early mornings and late nights required for partner meetings due to different time zones. Some long days required during events with time off in lieu.

**Salary:** 96 days per year at £160 per day for total remuneration of £15,360. The successful candidate must have the right to live and work where they are based and will be responsible for their tax and any other legal obligations.

### **Organisation description**

Social Enterprise World Forum (SEWF) exists to grow the global social enterprise movement. Our priority activities include events to build capacity, capability and connectivity of social enterprises around the world; policy, including research and resource development, to influence policies supportive of social enterprise and to strengthen local ecosystems; social procurement to support its growth globally, working with corporates, government and social enterprises; and Verification to provide social enterprises with credible certification and opportunities.

In 2023, SEWF will be working with Amsterdam Impact and Social Enterprise NL (Amsterdam, Netherlands) as Co-hosts to deliver our programme of events throughout the year. These will include virtual-only events and hybrid events that will combine an in-person gathering in Amsterdam in October with digital content and a network of Community Hubs around the world.

SEWF was founded in 2008 and is registered as a Community Interest Company in Scotland. We have a virtual office with senior team members based in Scotland and Spain. SEWF is a family friendly organisation that embraces flexible working practices. For more information on SEWF, please visit <https://sewfonline.com/>

### **Role description**

The Communications Assistant is a role in SEWF's small but expanding team. The ideal candidate will have a passion for amplifying SEWF's impact and legacy. They will assist the Communications Manager in implementing the 2023-2024 communications and marketing strategy through creative storytelling and new, exciting media efforts. The candidate should ideally be a creative thinker and have a proven track record of providing results, working independently yet collaboratively in a fast-paced environment within communications.

### **Main responsibilities**

- Assist Communications Manager in developing expert written and well-researched copies with quick turn-around time for website (with SEO input); develop engaging content for social media (texts, graphics, videos) and newsletters.
- Research and work with new media partners to promote events and SEWF programmes.
- Track and update communication lists and databases.
- Provide general communications assistance during events and work with team to produce event reports.

### **Experience and skills required**

- Previous experience in a communication and/or digital marketing role [essential]
- Strong communication skills (verbal, written, editing, proofreading) and content creation skills for web and social media [essential]
- Fluent in English [essential]
- Attention to detail [essential]
- Ability to manage own workload and work independently and remotely [essential]
- Demonstrated ability to think creatively and commercially [essential]
- Proficiency in MS Office and customer/content management systems (Hootsuite, Mailchimp, Notion, etc.) [essential]
- Familiarity with design software (e.g. Photoshop, InDesign, Canva) [desirable]
- Team player and collaborative mindset [essential]
- Interest in social enterprise [desirable]
- Respect for different cultures [essential]
- Willingness to work some flexible hours before and during events [desirable]

### **Application process**

**Deadline:** 9:00 Friday 13 January

Send a brief covering email plus CV (2 pages max.) demonstrating relevance to the role to **events@sewfonline.com**. Generic cover letters and CVs that do not relate candidate experience to the role will be discarded. Individual applicants only. No agencies.

Interviews will be held on ZOOM on week commencing the 23 January 2023. A second round of interviews will be scheduled by agreement with candidates from the final shortlist.