



UNI NETWORK

Job Description for Position of Assistant Project coordinator

THE UNI NETWORK

Uni is dedicated to strengthening the voluntary and community sector in South East England as a positive force for change. We provide a platform for regional, sub-regional and local BME-led organizations. We also work with organisations that support the aspirations and needs of BME communities and that promote equality, to enable them to influence policy making.

Our mission is to develop the local BME networks to meet the support needs of their communities and enable a regional BME voice to significantly influence the South East region

Uni champions the development of the South East region that actively pursues the equalities agenda by the participation and contribution of the BME VCS and its communities in the social, economic, cultural life of the region.

Assistant Coordinator

Accountable to the COORDINATOR, the ASSISTANT COORDINATOR will lead the organization's communications, marketing and PR work by working closely with the Board, members and partners.

- Lead Uni's marketing and PR work
- Produce quarterly newsletters of the quality that Uni has been producing since 2008
- Deputise for the Project coordinator

Specific Functions

1. Design, marketing, promotion, and delivery of quality communications and message, including UNI policy that would be of benefit to Uni and the BME Communities.
2. To liaise with Board & Uni members and stakeholders to obtain information necessary to produce newsletters, update the website and produce information/publicity flyers.

3. To liaise with Board members and stakeholders to communicate information about the Uni network and its activities.
4. Be the point of contact on behalf of the Coordinator and Board with the media
5. Support the Coordinator with fundraising initiatives including, researching funding sources, supporting strategies & links to approach funders.
6. Champion the organization and its mission, programs, products and ensure our services are consistently presented in a positive image to relevant stakeholders.
7. Preparing and submitting written reports as directed by the board.
8. Organising events to promote Uni's work or consult with members and partners, from small scale workshops to large conferences
9. Deputising for the Co-ordinator when necessary.

Person Specification

Experience

1. Experience of working for a small organisation, preferably in the voluntary sector.
2. Experience of communications work including producing publicity materials, writing press releases
3. Experience of dealing with the media to actively promote an organisation's work, including press, radio, telecommunications and social networking
4. Experience of developing working relationships with other stakeholders
5. Proven commitment to equality of opportunity
6. Experience of organising events, from small workshops to large scale conferences.
7. Experience of working with BME organisations and communities and the issues that affect their lives.
8. Experience of working with policy issues – particularly representation and communication.

Personal Attributes

1. Well organized and methodical
2. Ability to gather information, news & interesting material from a wide range of sources
3. Ability to write good quality reports and newsletters
4. Ability to coordinate meetings, news conferences and dissemination meetings
5. Well organised and able to work to tight timelines without close supervision
6. Commitment and energy and resilience to see through difficult tasks