



**Administrator and Communications Assistant  
(Permanent Contract)  
8 hours/week  
Salary: £19,500 FTE £4,160 Pro Rota**

**Pregnancy Options Centre provides free, non-directive help and support to anyone facing an unplanned pregnancy or struggling following an abortion or pregnancy loss. We offer a safe, non-judgemental environment where clients can explore their thoughts and feelings surrounding their situation and experiences. Alongside our counselling service, our Education Team delivers interactive workshops to schools and youth settings across Chichester and the Arun Districts. We provide a safe, non-judgemental learning environment where students feel confident to explore the myths and facts surrounding sexual behaviour, the importance of relationship boundaries, foetal development during pregnancy and the three options following an unplanned pregnancy: abortion, adoption and parenting.**

Pregnancy Options Centre are looking to employ an Administrator and Communications Assistant to support the work of the charity. Main aspects of the job will be admin tasks and developing our communications strategy including managing social media, newsletters and community engagement. We are looking for a candidate with experience of office work, social media and communications.

Applicants will preferably need to be able to work Wednesday - Friday.

The role is subject to an enhanced DBS check carried out by Pregnancy Options Centre.

As a charity with a Christian foundation, the appointee will be required to work in a way that is actively sympathetic, respectful of and supportive towards the Christian values and work of the Charity.

If you want to have an informal chat about the post, please contact Anna Madge on 01243 784177 (Wednesday – Friday).

If you are interested in applying, please send a CV and covering letter outlining your suitability to the role to Anna Madge on [office@optionschichester.org.uk](mailto:office@optionschichester.org.uk).

**The closing date for application is Friday 11<sup>th</sup> December 5pm.  
Interviews will be held on Thursday 17<sup>th</sup> December.**

## Job Description and Person Specification: Admin and Communications Assistant

<b>Job Title: Administrator and Communications Assistant (Permanent Contract)</b>
<b>Hours of work: 8 hours per week</b>
<b>Location: Pregnancy Options Centre offices, Chichester</b>
<b>Salary: £19,500 FTE £4,160 Pro Rota</b>
<b>Job Summary:</b> <ul style="list-style-type: none"><li>• To provide admin support for the charity</li><li>• Contribute to accurate data collection and demonstrating impact</li><li>• To work with the CEO on the organisation's communication strategy</li><li>• Manage the charity's social media platforms</li><li>• To support and work within the Ethos of the Charity</li></ul>
<b>Main Job Responsibilities:</b> <p><b>Admin:</b></p> <ul style="list-style-type: none"><li>• Perform general admin duties including ordering stationery, filing and photocopying and supporting the CEO, Education and Counselling Team Lead.</li><li>• Support the CEO in fundraising applications and events.</li><li>• Collect, record and develop creative ways to display the impact of counselling and education projects.</li><li>• Taking minutes in team meetings.</li><li>• Maintenance of database of supporters and referral agencies</li></ul> <p><b>Communications:</b></p> <ul style="list-style-type: none"><li>• Mangle and support social media platforms, posting updates, relevant news, events, and develop user engagement.</li><li>• Liaise with and promote the charity to GP's/ Health Visitors / Midwives/ Family centres and other community agencies</li><li>• Collate items for the seasonal newsletter; edit and design copy; submit copy for proofing to CEO; organise printing and distribution via email and post</li><li>• Support the CEO in organising, promoting and delivering fundraising events.</li><li>• Draft relevant and engaging news articles, oversee all press releases and act as a contact point for all press enquiries.</li></ul> <p><b>Other:</b></p> <ul style="list-style-type: none"><li>• To attend relevant training courses and regional and national events as required</li><li>• Liaise with Pregnancy Centres Network nationally, and locally centres regionally, as appropriate.</li><li>• Any other task as required by your line manager</li></ul>
<b>Knowledge, skills and experience required for the position:</b> <ul style="list-style-type: none"><li>• Demonstrable experience in an administrative and/or communications role</li><li>• Excellent communication and interpersonal skills</li><li>• Friendly and approachable</li><li>• Excellent time management skills, ability to prioritise work and multi-task</li><li>• Able to work independently and as part of a team</li><li>• High attention to detail, with an aptitude for spelling and grammar, and accuracy with proofreading</li><li>• Experience of IT packages, particularly Office365: Word, Excel and Outlook.</li><li>• Proactive and able to learn quickly</li><li>• Keen to get stuck in with any tasks required to support the charity</li><li>• Understanding of the voluntary sector is desirable</li><li>• Experience of working in a communications, marketing or digital environment is desirable</li><li>• An understanding of, and empathy around the work of the charity is essential</li></ul>