



Information Sheet
Communications Officer
Closing Date 5th February 2021 at 5:00pm

St George's Lupset, known locally as St George's Community Centre is a registered charity and community enterprise, providing services to the residents of Lupset and West Wakefield. These include:

- Four Childcare settings, (two in Lupset and two others in Eastmoor and Sandal)
- Young Peoples Service
- Training and Employability service
- Health and Wellbeing Activities

Post Available

This is an exciting opportunity for a passionate Communications Officer to join our dedicated team and help us to reach out to the local community.

In a recent consultation they told us that they were feeling 'anxious, terrified, sad, stressful, paranoid, lonely and worried about the future' as a result of the Coronavirus Pandemic.

We need your expertise to develop and implement a strategic communications and marketing plan that promotes the services and activities delivered by St George's and ensures our partners, funders and most importantly the community are aware of St George's offer.

Salary: Provisional Band D1/D2 subject to Job Evaluation £20,015 to £26,000 and dependant on qualifications and experience. (pro rata)

Hours: 18.5 hours per week, to start as soon as possible. Initially funded for 12 months, it is our intention subject to funding to make this a permanent post.

Why work for St George's? We offer the following:

- Good rates of pay with the opportunity for an annual increase based on performance.
- Pension Scheme - employer contribution up to 5%.
- Generous holiday entitlement of 26 days plus bank holidays.
- Training opportunities to support an individual's training and development plan.
- A supportive and caring environment.
- Six-month induction and mentoring support.

How to Apply

We usually have a three-stage application process made up of a formal application, working interviews, and formal interviews. These three stages help us to assess your skills, abilities and knowledge and help you to get to know our organisation and job requirements. If you are unsuccessful at any stage of your application, you will be informed and given feedback if you require it.

1. Application Form

In the first instance, please complete the application form detailing how you meet the criteria on the Person Specification. Please read these carefully and be sure to demonstrate in your application form how you meet the essential criteria by providing examples of previous experience or knowledge. Please send the application form to Tracy Scholey, St George's Community Centre, Broadway, Lupset, Wakefield WF2 8AA or email to recruitment@stgeorgelupset.org.uk. Once we have received your application form it will be assessed against the Person Specification contained in the Job Description.

2. Working Interviews – This will not take place given the current situation with Coronavirus.

3. Interviews - This will take place online given the current situation with Coronavirus

If you are successful at stage 1 you will be invited to attend an interview online where you will be asked a number of questions by a small panel and asked to deliver a task related to the post. You will then have the opportunity to ask questions of the panel.

Safeguarding Statement

- St George's Lupset Ltd (St George's) is committed to safeguarding and promoting the well-being of all children, young people and vulnerable adults and protecting them from harm.
- St George's recognises that children, young people, and adults can be vulnerable and rely on the support of adults and the wider community to help them reach their full potential.
- St George's respects all people irrespective of gender, sexuality, race, culture, religion, or economic status and believes that they have the right to feel safe in an environment where they are free from exploitation and fear.
- This commitment is shared by trustees, staff, students, and volunteers working at or with St George's.