



Pathway Communications and Administrative Officer

Hours: 30 hours (37.5 pro-rata)

Pay: £20,800 (£26,000 pro-rata)

Place of work: 250 Euston Road, London NW1 2PG

Role/Job description

Purpose:

Pathway works to improve health and healthcare provision for people experiencing homelessness and for other deeply marginalised groups, and to engage support for homeless people to address other issues in their lives, by working in partnership with the multiple agencies involved. Pathway also manages the Faculty for Homeless and Inclusion Health. Pathway set-up the Faculty to re-affirm the fundamental rights of homeless and other excluded people to high quality healthcare and to be treated with dignity, compassion and respect.

Pathway is offering a two year contract to a suitably skilled communications professional who is also an experienced administrator. The role will be based at our offices at 250 Euston Road, London, NW1 2PG.

The main purposes of the role are to:

- Further develop and maintain internal and external communications and promotion for Pathway and the Faculty of Homeless and Inclusion Health including maintain and update Pathway's website, develop the use of social media, produce a bi-monthly newsletter and develop and manage a database of voluntary donations from the Faculty membership
- support the administration of the Faculty for Homeless and Inclusion Health
- lead the preparation of promotional materials for the spread of Pathway's hospital team model and other projects
- support the Executive in fundraising activities including contributing to funding applications

The role

- Contribute to the development of Pathway's media and communications strategy
- Develop and maintain Pathway's website, and develop and maintain our use of social media including Twitter and Facebook by producing suitable, regular posts.
- Lead work to develop and deliver a bi-monthly newsletter for Pathway and the Faculty of Homeless and Inclusion Health for internal and external publication.
- Promote awareness of the work of Pathway and the Faculty for Homeless and Inclusion Health by making information accessible to interested parties using a range of internet and print media formats.

- Support the administration of the Faculty of Homeless and Inclusion Health, including maintaining the contacts database, issuing regular information email updates and develop and maintain a database of voluntary donations from Faculty Members
- Attend and minute meetings of the Faculty of Homeless and Inclusion Health that are held in London, and support arrangements for regional meetings of the Faculty and large events arranged by Faculty members
- Support the production and distribution of Pathway's annual review
- Support the development of promotional materials and other published documentation aimed at spreading Pathway's hospital team model through social franchising
- Participate in seeking funding for Pathway's and the Faculty of Homeless and Inclusion Health's work
- Deliver a range of administrative and project support services as requested by the Executive Team.

Person specification

Essential attributes:

1. Fully computer literate including experience of range of web-based software, literate in Wordpress and demonstrable experience of using MS Office.
2. Able to persuade, motivate, negotiate to gain cooperation of people from a range of professional disciplines in particular in securing content for the website, social media and newsletters
3. Politically astute, and able to understand sensitivities around the work of Pathway and the Faculty for Homeless Health, including awareness of the impact of content for posts to social media, and the importance of positive publicity
4. Understand importance of maintaining confidentiality
5. Experience of building and maintaining web based resources
6. Understand the importance of design in the production of promotional materials
7. Experience of print production and liaison with external designers
8. Demonstrable experience of working in an office environment, and a willingness to participate in all aspects of Pathway's work
9. Excellent command of written English, and evidence of producing accurate, detailed work
10. A self-starter able to work on own initiative with guidance, and as part of a small busy team

11. Experience of negotiating competitive prices with external companies for design and print production whilst ensuring quality products are produced in a timely way
12. Demonstrable experience of working to and meeting strict deadlines
13. Demonstrable experience of supporting external events and meetings
14. An interest in and able to sign up to the ethics of Pathway's work, including a commitment to basic human rights and eradicating discrimination
15. Able to work early evenings and early mornings occasionally in London.

Desirable attribute:

1. Educated to degree level
2. Experience of using Adobe InDesign to prepare and edit documents for print
3. An understanding of the charitable sector

Key Contacts: Clinical and other Pathway staff, Members of the Board of Trustees, representatives of funding bodies, communications teams within hospital Trusts, representatives of partners organisations

Responsible to: Pathway Board of Trustees

Accountable to: Pathway's Chief Executive

Responsible for: Casual and temporary staff as required

Pathway is an equal opportunities employer and will make any necessary adaptations for a disabled employee

Pattern of working hours is flexible and would be agreed with line manager

January 2019