

NdC RECRUITMENT

Communications Assistant Application Pack



At a glance

CONTRACT

Fixed Term, 12 months
(with potential to extend)

This role is subject to a 6 month
probationary period

HOURS

Three to five days/week
(21 to 35 hours/week)

We are open to discussing alternative
working patterns with the right candidate.

SALARY

3 days: £13,200
4 days: £17,600
5 days: £22,000

LOCATION

Remote / UK nationwide
Suitable home-based workspace and
reliable fast internet required

APPLICATION DEADLINE

Monday 16th September, 9.00am

INTERVIEW DATE

Tuesday 1st October

Before completing the application form, please carefully read the full role description and personal specification found in this application pack.

If you need support or have any questions please:

- Review the application pack and see if your question has been answered.
- Attend a live [Q&A session](#) and learn more about the role on **Thursday 5th September, 5.00-5.45pm** on Zoom. A recording will be available after the session.

Please let us know if you need support or have a reasonable adjustment request by contacting us at:

→ recruitment@ndconnection.co.uk

Recruitment timeline

- **Deadline for applications:** Monday 16th September 9.00am
- **Applicants notified if shortlisted:** end of Tuesday 24th September
- **Dates of online interview:** Tuesday 1st October between 9am-5pm
- **Interviewees notified if they have been appointed:** no later than Monday 7th October

How to apply

The application process is two stages:

Stage 1:

Download and complete the [application form](#)

- You will be asked to enter some of your contact details and details of previous work.
- You will then be asked to answer 3 questions.
- You will also be asked to complete an optional equality and diversity form.

Stage 2:

If you are shortlisted you will be invited to attend an online interview and complete an online task

- You will be sent the interview questions 5 days ahead of the interview date.
- As part of the interview, you will be asked to complete two tasks that are relevant to the role.

Task one:

- Create social media post schedule, including content, following a prompt.

Task two:

- You will be given some sample blog posts to read.
- We will then ask you to write a short introductory/summary paragraph to each article, as per our blog editorial practice.
- You will then be asked to create some visuals to accompany one of the articles, following our brand guidelines.
- Finally, you will be asked to write a tweet and LinkedIn post to promote the published article.

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Safeguarding

Successful applicants are required to complete an enhanced DBS check. A positive check would not necessarily prevent you from getting the role.

References

Appointment is conditional in receiving two satisfactory references.

Probation

This role is subject to a 6 month probationary period

About Neurodiverse Connection

Neurodiverse Connection is a Neurodivergent led Community Interest Company.
Our mission is to:

- Listen to and amplify neurodivergent views and voices.
- Give additional consideration to intersectionality and how we can support the amplification of views and voices that are often unseen and unheard.
- Support people from different neurologies to understand each other, facilitating solutions to the double empathy problem.
- Lead on changing understanding of sensory and social processing differences, particularly in relation to the built environment.
- Challenge the common misunderstandings and misconceptions of autism and support an improved understanding of neurodiversity within health and social care.
- Promote an improved understanding of neurodivergent culture and communication
- Support neurodivergent people to have equal opportunities in life
- Support neurodivergent people to have equal opportunities and outcomes in health
- Support neurodivergent employment, including in leadership positions and facilitating change for the neurodivergent community

Our commitment to you

It's part of our mission to be a great place to work and to demonstrate how to work in neurodivergent affirming ways. We believe this is beneficial to everyone, regardless of neurology.

We aim to:

- Offer flexibility in delivery hours, within agreed parameters
- Work to make Neurodiverse Connection an organisation that you enjoy being part of, that supports you in your role, that recognises your contribution and that delivers great outcomes for the neurodivergent people we work to support
- Involve you in shaping and directing the organisation
- Listen when we don't get it right, and welcome constructive feedback
- Involve team members in development opportunities and spending the social value we've accumulated together
- Seek ways for team members to develop in their role

We offer

- 35-hour full time working week
- 4% work place pension contribution
- 26 days annual leave plus bank holidays pro rata
- Access to a wellbeing fund

Job Description

Role Summary

We are searching for a Comms Assistant to help develop and amplify our messaging and social media presence by identifying opportunities and generating original content (in line with our values and identity) in order to engage our existing audience and to attract new audiences.

The Comms Assistant will:

- create inspiring and impactful content to raise our profile and grow our network
- assist with developing ideas, research, planning and creating content for day-to-day social media comms and project work
- write and manage external communications
- support team members across the organisation to help create and edit content, promote our work and build our profile
- develop a social media schedule that strategically highlights different aspects of our work each week/month via written, image and video (long and short-form) content on social media, our website and our newsletter

This is a mixed and self-directed role with opportunity to contribute to a range of work and projects. We require some core office hours, by agreement and support team members to work flexibly to accommodate good work/life balance.

Role Description

Communications

- Identifying opportunities to engage through websites, blogs and social media
- Support implementation of social media strategy
- Schedule and post content on social media platforms (primarily Twitter/X, LinkedIn, also Instagram, BlueSky, YouTube)
- Collaboratively generate and develop creative ideas for social media content—including written material, image and video content
- Identifying opportunities to engage through websites, blogs & social media.
- Update website copy and other content (using SquareSpace)
- Format documents in line with the company brand guidelines
- Generate creative ideas for social media
- Research trends across platforms (content, sounds, filters, keywords)
- Support team members to produce reports and presentations
- Identify potential marketing opportunities with aligned organisations and individuals
- Writing accurate, brand-appropriate copy for social media posts, newsletters, website content etc.

General

- Be a point of contact and support team members
- Support online events and manage bookings
- Provide basic IT support to team members
- Work with our team and partners to enable Neurodiverse Connection to run efficiently in line with the overall company aims

Personal Specification

Note: we welcome applications from people who are able to meet these essential requirements with support through access to work. We welcome you identifying accommodations that you need that would support you to thrive at work and deliver this role.

Not sure if you meet the criteria? Please get in touch to discuss your interest and application.

General (essential)

- Commitment to Neurodiverse Connection's mission
- Work in a Neurodivergent-affirming way
- Have a passion and drive to improve neurodivergent lives
- Strong attention to detail
- Work well independently, be self-motivated
- Ability to communicate clearly and directly with other team members
- Provide updates on progress or seek support/advice
- Flexible and responsive to changing demands
- Able to plan, prioritise, use initiative, and meet deadlines
- Be self-motivated and work independently as well as be a flexible member of a small team
- Confident use of emails to communicate with internal team members and external organisations

Role specific (essential)

- Ability to bring creative ideas to the table identifying new opportunities for growth.
- Knowledge of the workings of social media platforms (Twitter/X, YouTube, LinkedIn, Instagram, TikTok, Facebook, etc.)
- Strong IT skills and willing to upskill on certain platforms (We use a variety of online platforms to create and publish content including Squarespace website and newsletter tools, Adobe Express, Canva, video editing software and more)
- Proficiency writing accurate copy e.g. for social media posts, newsletters, website content etc
- Ability to accurately transcribe/edit auto-transcribed captions for video content
- Technological proficiency in Microsoft Office/365 suite (others desirable, see below)
- Ability to accurately follow brand guidelines to create assets and documents in our brand visual identity

Role specific (desirable)

- Experience with Squarespace platform
 - Experience writing blogs/newsletters/reviews
 - Experience with Adobe Creative Suite (Illustrator, InDesign, Photoshop, Premiere Pro)
 - Experience with Adobe Premiere Pro or other video editing software
 - Experience with/interest in learning elements of HTML/CSS coding
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