

JOB DESCRIPTION

Job Title:	Architect of Stories (communications)
Date:	August 2019
Department:	Development
Line Manager:	Development Manager
Grade/Pay Scale	£24,000 - £25,500 per annum pro rata (£19,200 - £25,500 gross dependant on salary level and hours)
Location:	The Haven Wolverhampton
Status:	30-37.5 hours per week (negotiable) Three years fixed term with possible extension/permanent Flexible

Job Purpose

To congruently and creatively tell the story of women and children at The Haven; to help dispel harmful stereotypes about domestic abuse and challenge victim-blaming mentalities. To be willing to be disruptive and challenge the status quo where this is in the best interest of women and children.

You will undertake a range of comms and PR-based activities to achieve your goals and will need to be autonomous and motivated, looking for new opportunities to tell stories and bring attention to the issues of domestic abuse and homelessness.

Scope of Job – main tasks, duties and responsibilities

- To autonomously undertake time-limited, comms-based activities with the above objectives in mind. This will include exploring:
 - Blogging
 - Vlogging
 - Women’s forums and Supporter forums to inform future comms activities
 - Case studies – video, audio, written
 - Staff and volunteer interviews
 - A Haven History
 - Annual Impact Report
 - Website overhaul and maintenance
 - Newsletters
 - E-dashboards
 - Podcasts
- To proactively seek out new opportunities for comms-activities
- To research and consider new ways of doing things, thinking outside the box to take The Haven forward in terms of how we spread the word about domestic abuse, homelessness, and our work
- To support the fundraising team with daily comms-activities such as social media, press releases, media messages and appearances
- Where appropriate, and as directed, to present The Haven in public as talks, presentations, meetings, seminars and conferences, including staff and volunteer inductions.
- To support ad-hoc PR opportunities as they arise

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General duties and responsibilities

- To undertake such other duties, training and/or hours of work as maybe reasonably required, and which are consistent with the general level of responsibility of this job.
- To have personal responsibility for maintaining personal and professional development to meet the changing demands of the job and The Haven, by undertaking appropriate training and development activities. This includes encouraging and supporting staff and managers in their training and development.
- To undertake any health and safety training and related activities such as First Aid, Fire Marshall, Duty Hold, Health & Safety representative etc. as required for the post and as required by The Haven Wolverhampton to ensure their Health & Safety Policy is implemented effectively.
- To ensure equality of opportunity both in service provision and employment, having regard to the needs of the diverse communities we serve.
- To act in accordance with the organisations standing orders, financial regulations and financial procedures.
- To supervise and support volunteers and placement as required
- To comply with legislation and The Haven’s policies including Confidentiality, Information Sharing, GDPR, Computer Security, Safeguarding vulnerable adults and children, and Human Rights.
- To undertake any other duties commensurate with the grading of the post subject to reasonable adjustment under the Equality Act.
- To support hostel staff in ensuring the well-being of residents and their children working directly with our client group, including working within the hostels if required using the skills associated with the job.
- The duties of the post may change and develop from time to time in the light of new legislation, The Haven’s Policies, organisational development and social trends. Such development will be monitored in conjunction with the Chief Executive and will be reflected as necessary in the aims and objectives of the post.

Special Conditions (if applicable e.g. unsociable hours, extensive travel etc.)

- Able to work unsociable hours on occasions if required to undertake internal Haven activities or external continued professional development activities.

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Signed (Jobholder)			
Print Name		Date:	

PERSON SPECIFICATION

The Person specification provides a list of essential and desirable criteria which a candidate should possess to be able to perform the job. Each of the criteria listed below will be measured through one or a combination of the following: A = Application form/CV; I = Interview; D = Documentation; R = References and T = Test.

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Date:	August 2019	

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	<ul style="list-style-type: none"> Using/maintaining/revamping media platforms (social media, websites, dashboards etc) Blogging/Vlogging or similar (e.g. video diary) The above could be in a professional or personal capacity 	<ul style="list-style-type: none"> Working with graphic designers Engaging with stakeholders and service users Working at a women's sector organisation 	A D I R
Knowledge & Understanding	<ul style="list-style-type: none"> Understanding of domestic abuse and homelessness amongst women Knowledge of the stereotypes surrounding domestic abuse and the harm this causes Demonstrable understanding of the work of The Haven Demonstrable understanding of and commitment to equity and anti-discrimination practices Demonstrable understanding of GDPR 	<ul style="list-style-type: none"> Demonstrate an awareness and understanding of Health & Safety issues related to this post. 	A I R T
Skills & Abilities	<ul style="list-style-type: none"> Demonstrable creativity and able to think outside the box Able to think critically and challenge social 'norms' Demonstrate a proactive approach to work and professional development Ability to manage a varied and challenging workload Ability to work autonomously, and seek opportunities for new initiatives Ability to convey stories congruently, and in a captivating and emotive manner Demonstrate a high level of verbal and written communication skills. 	<ul style="list-style-type: none"> Ability to establish effective relationships with co-workers, other professionals and service users. Ability to relate to a multi-cultural client group and an understanding of the issues and effects of Domestic abuse and/or homelessness among women and children. Excellent research skills 	A I R
Qualifications & Training	<ul style="list-style-type: none"> No specific qualifications are required for this post, please see skills and abilities, and knowledge and understanding sections 	<ul style="list-style-type: none"> Relevant comms/PR training Domestic abuse training 	D I

Other Special Requirements	<ul style="list-style-type: none">• Demonstrate a passion for The Haven's cause and motivation to make a change		A I
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