



Job Description

Job Title	Data and Communications Administrator
Reporting to	Communications Manager
Location	Dewsbury but occasionally there may be the necessity to work from other locations.
Purpose of Job	To provide support and assistance to the Executive Management Team (EMT) and the wider organisation to ensure the good management of KCALC. A significant focus of the role will be to synthesise various data sources across teams at KCALC, writing and co-ordinating reports, liaising with partner organisations, undertaking publicity and marketing, and other administrative activities.

Duties and Responsibilities

- To communicate project outputs and outcomes, and to make reports to EMT, trustees, and funders as required.
- To support new projects identified by EMT which fit the strategic aims of the organisation.
- To undertake communications on behalf of KCALC both within and outside the organisation including updating the website, collating an annual report, posting on Social Media, writing press releases, and sending updates to staff.
- To liaise with colleagues to create data sharing processes.
- To support KCALC's strategic campaigns work by undertaking research work or other related activity.
- To support managers, as and when required, with administrative tasks.
- To support the admin team as required.
- To ensure that all work undertaken meets KCALC's policies and procedures.

- To attend relevant internal and external meetings as agreed with the line manager.
- To prepare for and attend supervision sessions/team meetings/staff meetings as appropriate.

Other Duties and Responsibilities

- In addition to the tasks and duties listed in the job description, to undertake such duties as may be identified and which are generally compatible with the functions for the post.
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
- Flexibility to work from other locations in Kirklees as and when necessary.
- Demonstrate commitment to the aims and policies of the KCALC service.

Equity, Diversity and Inclusion

- To have regard at all times to the planning and execution of duties to the KCALC's Equity, Diversity and Inclusion Policy. In accordance with the Equality Act, reasonable adjustments will be made to facilitate the employment of disabled people.
- To ensure equality of access to the services provided by KCALC to all potential clients wishing to access the services.

Organisational Ethos and Expectations

As part of their role with Kirklees Citizens Advice and Law Centre all staff to:

- Have a commitment to the aims, objectives and ethos of the organisation, and follow policies, procedures and systems
- Keep the clients' needs at the centre of all the organisation's activity, seeking to deliver the best possible service within resource and operational constraints
- Communicate well and appropriately with colleagues and clients, keeping others informed and consulting as much as possible
- Have a professional attitude, being flexible, supportive and cooperative in working together with other staff members and volunteers
- Show respect for all colleagues, volunteers and clients in how they speak and act and always behave in a non-judgemental way
- Be willing to learn, accept constructive feedback, adapt to change, always aim to improve efficiency and quality, and take responsibility for their own work