



CASS THE CARERS ASSOCIATION

VACANCY

COMMUNICATIONS OFFICER

(Temporary To Cover Maternity Leave)

Salary: £19498.05 pro rata per annum

Hours: 16 hours per week

CASS is a registered charity providing advice, information and support to family Carers living in southern Staffordshire.

We are looking to appoint a Communications Officer (temporary to cover maternity leave) based in our main office in Stafford.

This post is an opportunity to be creative, but also demonstrate accuracy. Main duties to provide day to day support to staff with the contact management system (training will be provided), accessible information for the family Carers we support in all media. Applicants should possess the ability to be creative in developing our new e-newsletter and continuation of our promotional materials; monitor and maintain our social media pages including sourcing information for our website. Applicants should have a sensitive approach to family Carers and their rights; good organisational and communication skills and a high regard for confidentiality in all matters,

A full driving licence and own transport is desirable.

Location: CASS Office: F2/F4 Tollgate Court, Tollgate Drive, Stafford. ST16 3HS.
Occasional travel around south Staffordshire may be
Required if promoting events (mileage will be reimbursed)

Apply Now: C.V.'s will not be accepted

To download an application pack visit www.carersinformation.org.uk

To request an application pack by post: 01785 222365

To request and application pack via email: cassie.probert@carersinformation.org.uk

CLOSING DATE: 12th February, 2019 – 5pm

INTERVIEW DATE: Wednesday 20th February, 2019

CASS The Carers Association is an equal opportunities employer and is committed to encouraging equality and diversity among our workforce.

If you require further information please contact Karen Leighton – Chief Operating Officer: 01785 256313 or visit our website: www.carersinformation.org.uk