

## About the UK Council for International Student Affairs

The UK Council for International Student Affairs (UKCISA) supports international students and the institutions, students' unions and organisations who work with them.

UKCISA's vision is that every international student who comes to the UK has a positive experience and is able to tell friends and families that the UK is a welcoming place to study, and live. To help achieve this, we work towards a transparent immigration system which is easy to navigate, whatever the level or length of study, and an inclusive and competitive post study work offer that enables our world class education system, in schools, colleges and higher education institutions to attract and retain ambitious and talented individuals from across the world.

We are passionate about supporting our members to deliver an excellent student experience, from application to completion of study, and curating a body of evidence that demonstrates the value of international students and internationalisation in education.

Further information about us and the services we provide can be found on our website: [ukcisa.org.uk](http://ukcisa.org.uk)

## About the Communications Assistant

**Role title: Communications Assistant**

**Contract type: Freelance, 3 months fixed term, part-time (20 hours a week, within the hours of 8am and 5.30pm Monday to Friday).**

**Remote working role**

**Reporting to: Communications Manager**

**Salary: £17 per hour**

We are looking for a Communications Assistant to join our Engagement & Partnerships team and play a vital role in raising awareness and generating support for our vision – that every international student who comes to the UK has a positive experience.

It's a busy time of year. You'll support our advertising and communications for our Annual Conference, promote nominations for our #WeAreInternational Awards, and be a part of our work to amplify the voices of our Student Ambassadors. It'll mean providing administrative support across all areas of our digital communications, from design (in Canva), website administration (Umbraco), email marketing (Mailchimp) and social media (LinkedIn and Instagram).

We're a small, passionate team, dedicated to creating strong, accessible, and engaging communications. We're bold, we experiment, we learn quickly from our failures, and we support each other to play to our strengths.

## Core responsibilities

- **Design:** Create designs from templates in Canva for all our digital marketing (social media graphics, PowerPoint presentations). Source and upload imagery.
- **Copywriting and proofing:** Support on writing and posting content for UKCISA social media platforms (Instagram and LinkedIn).
- **Web:** Update the website and upload relevant and timely content such as news items, blogs, and support pages (Umbraco, CVENT).
- **Email marketing:** Compile and send newsletters in Mailchimp using set templates.
- **Managing suppliers:** Arrange the design and print of assets for our conference (banners, drinks labels, table plan etc.)
- **Administrative tasks:** Support the comms team with other administrative tasks that come up.

## About you

This is a broad role across all areas of communications. We are not expecting you to have professional work experience of the core job responsibilities. We encourage anyone with a passion for creating engaging communications and an interest in the international student experience to apply.

### It is essential that you are able to demonstrate that you have:

- Excellent written and verbal communication skills.
- Strong attention to detail, and the ability to produce accurate work at pace.
- The ability to work in close collaboration with colleagues in a remote working organisation.
- The ability to be highly organised and able to manage time and work independently, while seeking appropriate guidance and support.
- A commitment to UKCISA's vision and mission, and a keen interest in the international student experience and/or UK education policy.

### It is desirable to have experience in:

- designing visual content and infographics using Canva,
- sending newsletters and emails using Mailchimp or a similar platform,
- working within a membership organisation, education provider or students' union,
- writing and developing content for non-profit/membership organisations,
- and knowledge of international higher education.

## Working for UKCISA

UKCISA offers a supportive, reflective work culture where all the staff team are active participants in the shaping of the organisation. Our values are quality, innovation, collaboration and trust. We're a charity in an exciting period of transition, offering a unique opportunity to be part of meaningful change for us and the sector.

We are currently working on a hybrid basis. Our staff mainly work from home, but we have an office in London for collaborative work and for staff who want access to an office space. We welcome applications from throughout the UK.

We are unable to sponsor visas for this role, so you must have the right to work in the UK. We encourage and welcome candidates on the Graduate route visa.

### How to apply

Send your:

- CV of maximum one page
- and a cover letter that addresses your suitability for the role based on the essential and desirable criteria listed on page 2 of the job description. Please limit to a of maximum 400 words.

to [recruitment@ukcisa.org.uk](mailto:recruitment@ukcisa.org.uk) by Monday 4 May at 5 pm.