



Creating great homes together

# Role Profile

**Position**

**Communications Assistant**

**Reporting to**

## What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- A fast paced, adaptable and collaborative environment
- Opportunities to develop your skills and knowledge.
- Agile working both home based and travelling to Magna hubs.
- Exposure to a creative and dedicated team
- Support to help your ideas come to life.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

## What you are known for

- Being a great communicator
- Developing creative solutions, with a can-do attitude.
- Being a great team player
- Providing support and advice to colleagues
- Keeping up to date with developments in communications
- Using and understanding social media and other digital platforms

## What you take care of

- Writing and publishing content for internal and external digital channels
- Provide support for the development of existing and new digital channels both internally and externally.
- Support the development of Magna's social media profiles.
- Monitor communication activity and prepare reports.
- Providing digital communication support across the business
- Take photographs, videos and develop animations to support communication activities.
- General administration

## What you need to be successful

- Experience using Microsoft Office programmes.
- Self-motivated, organised and proactive
- Experience of using social media
- Good communication and writing skills.
- Ability to think creatively to target messages to audiences.
- Good planning and organisational skills
- Ability to travel around our sites.

## Qualifications required

Applicants with transferrable skills are encouraged to apply.

- GCSE Grade C/4 or equivalent in English and Maths