



RSPCA Leeds, Wakefield & District Branch
Registered Charity: 232223

Digital Communications Assistant
£12,285 per annum – 22.5 hours per week (3 days)
Permanent contract

Are you a proactive, digital guru? If so, we are looking for you!

RSPCA Leeds, Wakefield & District Branch is looking for a creative and enthusiastic Digital Communications Assistant to join our fundraising and communications team.

You will be maintaining all the social media accounts, website and communication channels of the branch and combine this with the desire to make a difference to rescued animals, their rehabilitation & finding them loving homes.

You will have a passion for developing digital communications, engaging creative content, understanding the right words, images and messages to develop the charity's digital presence as necessary, along with the understanding of digital safety & privacy through adhering to principles of GDPR & those of the ICO and Fundraising Regulator.

We are looking for somebody who has the desire and commitment to contribute to the charity's sustainability using digital skills and talent. If you can combine creative digital knowhow with charitable aims to make the difference to animals in our care by growing our audience & supporter network, we want to hear from you.

If you feel that you are the ideal candidate with the required skills, then please send a completed application form or send a copy of your CV together with a covering letter telling us why you are the right candidate for the role to: **Sally Balmforth, Head of Fundraising & Communications, RSPCA Leeds, Wakefield & District Branch, Moor Knoll Lane, East Ardsley, Wakefield, WF3 2DX** please make your envelope "Strictly Private & Confidential".

Alternatively, you can email the completed application form or CV with a covering letter to **Sally Balmforth** at sally.balmforth@rspcaleedsandwakefield.org.uk entering the words "**Application for the post Digital Communications Assistant**", in the subject line. Please ensure all the relevant information is contained in the application form or any accompanying sheets.

Closing Date: Friday 16th August 2019

Interviews held: Tuesday 27th & Wednesday 28th August 2019