

KNA is RECRUITING



Communications and Marketing Assistant, Kew TW9

Part time, flexible, three hours /week spread evenly throughout the year. (£28,000/year equivalent full time at a pro-rata salary of £2,400/year).

KNA is a vibrant , effective, forward looking charity. We connect local volunteers with people living in Kew, TW9, who need practical help or companionship whilst still maintaining their independence. We were started in 1977 by local people, for local people and have been thriving ever since. This is a great time to join as we develop plans for KNA's 50th anniversary in 2027.

The role can be home-based plus use of resources at the small KNA Office, St Luke's House, 270 Sandycombe Road, Kew. The key responsibilities include creating and uploading social media campaigns reflecting KNA's ethos, regular updating of KNA's website by creating content driven by engagement with KNA's clients, volunteers, local community and supporters. A full job description is available from our website <https://kna.org.uk/vacancies/>

The application deadline is **Thursday 1 February 2024**. To apply please send a covering letter and CV to mail@kna.org.uk. Only emailed applications will be considered. Successful applicants will be invited for an initial informal interview in Kew, week beginning 5 February. Successful applicants at this stage will be invited to a second interview with a KNA Trustee.