**Job Description and Person Specification:**

**Job Title:**

**Job Type:** Six months fixed-term contract

**Responsible to:** Chief Executive Officer

**Working hours:** Part Time – 25 hours per week with evening and weekend work as required, typically 5 hours/day, 5 days/week

**Salary:** Minimum wage (Kickstart)

**Base:** Homeworking

**Please note: this role is only open to people aged 18-24 currently claiming Universal Credit**

**Overview:**

Pathfinders Neuromuscular Alliance is a user-led charity which promotes choice, control and quality of life for teenagers and adults with muscle-weakening conditions.

We are currently recruiting for a Communications and Outreach Associate. This role is designed to better build relationships between Pathfinders Neuromuscular Alliance, other organisations, and our own membership. In this role, you will support us in developing a referral pack, work with schools, hospitals and hospices to connect their membership to the work of Pathfinders Neuromuscular Alliance, and engage with our membership regularly to ensure active and open lines of contact and communication.

*Pathfinders*

Pathfinders aims to enable teenagers and adults with muscle-weakening conditions to access the support they need to maintain good health, become independent, access social and work opportunities and contribute to their communities. We want to ensure standards of care and access to services and information is consistent across the country. We want to develop the skills and confidence of young people with muscle-weakening conditions and empower them to take charge of their own health and to build a stronger community to get better services and support.

We are particularly interested in employing people who also have lived experience of a muscle-weakening condition, especially adults with conditions themselves, but also carers, siblings, parents etc. However, this is not an essential requirement for the role.

It is essential that all the people that we employ embody the values of Pathfinders, enabling and encouraging independence, being led by the people we support, rooted in the social model of disability and valuing the importance of sharing lived experience.

**Roles and main responsibilities of the role**

* Working with other employees to construct a referral package for professional organisations
* Meeting with schools, hospitals and hospices to build relations between them and Pathfinders, including speaking at virtual meetings about the work Pathfinders does
* Engaging 1:1 with our membership to ensure we understand and are aware their needs and priorities
* Working with other employees to maximise member engagement
* Running engagement events alongside other staff members (including evenings and weekends where required, virtual)

**Person specification**

In your application you will need to explain how you meet the following requirements:

* You should have some understanding of issues affecting adults with a muscle-weakening condition.
* You should have excellent communications skills and experience working with other people and organisations to build links, personally or professionally
* You should have confident experience utilising social media, including Twitter, Facebook, Instagram, Canva, and other tools where needed
* You should be happy with (virtual) public speaking and 1:1 meetings