



GET INTO HOUSING PLACEMENT CONFIRMATION FORM

PLACEMENT DETAILS

Housing Association Name	United Welsh
Department	Communications
Line Manager	Claire Canning
Placement Title	Communications Trainee
Placement Start month; March / April/ May/ June	Any placement start date
Brief of intended Duties	<p>This placement is for someone who is:</p> <ul style="list-style-type: none">• creative• organised• can connect with our audience on social media• likes people <p>Job purpose:</p> <p>The Communications team are a small but mighty team who deliver a proactive, high-quality marketing and communications service for the United Welsh Group.</p> <p>Key areas of responsibility:</p>

	<ul style="list-style-type: none"> • To work as part of the Communications team to promote the positive work of the United Welsh Group • To assist with creative storytelling, learning to produce content across a range of mediums such as design for print materials and online channels, and copywriting for different audiences • To assist with digital communications, such as filming, editing and design work that will engage diverse audiences • To assist in the delivery of engagement events with local communities and partner organisations with a hands-on approach, both online and offline • To evaluate communication campaigns and channel use to monitor progress, implement improvements and report outcomes <p>The ideal person will be committed to continuous improvement and work with positivity, compassion and flexibility.</p> <p>Location: Remote working with travel to meetings and events in South East Wales when required. There is currently limited access to our office in Caerphilly due to lockdown restrictions.</p>
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PLACEMENT REQUIREMENTS & ACCESS

Requirements (Please circle or delete as relevant)	Access & Permissions (Please circle or delete as relevant)
Laptop	Open Housing
Mobile Phone	Access to specific files / drives
Lone Working Device	Share Point
PPE	Teams

Other:_____

Other:_____

Manager's Name:

Manager's Signature: