



**Trust Communications and Governance Assistant**

**Based in Cuckfield**

SLT Scale G £27,334 - £29,777 fte subject to experience

*(pro-rated to minimum £15,698.58 and maximum £21,450.58)*

Our organisation is growing and we're looking for someone with great communication, IT literacy and organisational skills to join our team. You will proactively support the development of our internal and external communications and branding, including social media, to boost community engagement. Additionally, you will support the continued development of our governance arrangements across the Trust by aiding the Governance Support Officer in delivering and overseeing aspects of governance compliance and effectiveness within the Trust's academies; this including clerking responsibilities. Flexibility will be required to attend out of hours scheduled local governing body meetings with adequate notice and within reason (approximately 12 times per year).

We are looking for a team player who is equally able to work autonomously. You will be a positive, collaborative and enthusiastic individual with a track record of excellent organisation and administration skills. You will also have strong IT literacy skills and the ability to interact with social media platforms.

Interested in one aspect of the role but not both? For the right candidates we would consider splitting the role.

In return we can offer you the opportunity to be part of a forward-thinking, supportive and positive team, where we will help you feel respected, valued and included. We'll support you with opportunities to shine, feel positive about Monday mornings and to gain further skills and experience to support your career development. We also recognise the commitments people have outside work, and in return for your hardwork and commitment we can offer a degree of flexibility and support in how you achieve success in your role. As such, we welcome applications from individuals looking to work full time, part-time, term time only or all year round.

Above all, at Sussex Learning Trust you'll have the chance to make a difference to the educational experience and outcomes for children across our communities.

If this sounds like you, then contact our HR Director on 01444 476556 or [jobs@sussexlearningtrust.co.uk](mailto:jobs@sussexlearningtrust.co.uk) to find out more. To apply for this post please download the job description, person specification and application form below.

Please return your completed application form and a letter supporting your application by email to [jobs@sussexlearningtrust.co.uk](mailto:jobs@sussexlearningtrust.co.uk) If you have any questions our HR team will be more than happy to assist at [hr@sussexlearningtrust.co.uk](mailto:hr@sussexlearningtrust.co.uk)

*Sussex Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be subject to an online check and the successful candidate will be subject to an Enhanced DBS Check as well as other pre-employment checks.*

**PLEASE NOTE WE DO NOT ACCEPT APPLICATIONS MADE BY CV**

**Closing Date for applications::** Monday 22nd April 2024

**Interviews:** week commencing 29th April 2024

**We advise applying promptly for this post as we reserve the right to close and interview early if sufficient suitable applications have been received.**

[Job Description](#)

[Application Form](#)

[Safer Recruiting Form](#)