

Job Opportunities at SPS

The Signpost to Polish Success (SPS) is a Charitable Company (Registered Charity No. 1126928, Company No. 6693843) based in Nottingham that provides a range of services for Eastern European migrants who arrived in the UK after the EU enlargement in 2004. We are seeking to recruit a person for the following post:

Graphic Designer/Technical Support Worker

This post is funded by the National Lottery through the Big Lottery Fund for until the end of March 2022, the successful candidate will have to complete a six month probationary period. The hours of work are 22.5 hours per week (flexible hours). Salary - £21475 pa pro rata and NEST pension scheme is available.

The applicant will be responsible for the design and publication of the SPS newsletter, "*East Midlands po Polsku*", therefore he/she must be able to take his/her own photographs, be able to use the computer programmes necessary for the production of the newsletter such as Quark, must have "an eye for the layout and graphic design" of a newsletter, be interested in the news and events relevant to the local community. He/she will be responsible for marketing in the newspaper 'East Midlands po Polsku' (EMpP), i.e. identifying advertising clients and securing advertisements for EMpP.

He/she will also be responsible for the distribution of the SPS newsletter, therefore the ability to drive and access to a car/own transport would be essential.

SPS administers its own website, therefore knowledge of web design, web software and administration is required.

The candidate must work well in a team, enjoy working with people and networking and should show an inclination towards working in the voluntary sector. He/she must take part in organising SPS events and other activities, must help his/her colleagues when required (for ex. when researching for newspaper stories, news items or interesting people/ to write about).

This person will be responsible for completing any necessary administration work, attend meetings, training events, networking, will have IT skills, be fluent in both written and spoken English and Polish.

To Apply

To apply: post or e-mail your CV in both English and Polish and an accompanying letter in both English and Polish, stating relevant experience and your reasons for applying for this post.

Please apply to:

- By Email: SPS recruitment at jobs@empp.co.uk or
- By Post: SPS recruitment, SPS, Tennyson, Unit B, Forest Rd West, Nottingham NG7 4EP

For further information please contact Beata Polanowska on: editor@empp.co.uk

The closing date for receiving applications is Monday 13 August 2018, 9.00AM.

Interviews will be held on Monday 20 August 2018.

The successful candidate is due to start as soon as possible after these dates.

Job description and personal specifications available upon request (editor@empp.co.uk, volunteering@empp.co.uk) and on:

www.empp.co.uk

Please state where you saw this advert?