

JOB PACK

Graduate Junior Copywriter

Creating homes.
Building lives.





ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Location:	Turner House, 56 King Street, Leigh, WN7 4LJ.
Holidays:	24 days leave per annum plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service to a maximum of 5 days.
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Jigsaw Benefits:	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, BHSF health membership, enhanced maternity/paternity leave and training/development opportunities and much more. Please visit the benefits page on our website for more information!

Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	<p>In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit www.jigsawhomes.org.uk/dbs to view the Group's DBS policy statement.</p> <p>Further information about the disclosure can also be found at www.homeoffice.gov.uk/dbs</p>
Diversity:	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

You will be welcomed as part of our dedicated Marketing and Communications department which has a committed and passionate small team of experienced colleagues who work to help promote and protect the reputation of Jigsaw Homes Group.

Role Summary

We have an exciting position for a Graduate Junior Copywriter. In this role you'll help with gathering and writing clear, concise and engaging copy for a range of audiences including media, residents and stakeholders.

You will support the PR and Communications Manager with Jigsaw's weekly internal newsletter for colleagues

You will assist with:

- writing and editing content for press releases, case studies, award entries and stakeholder reports
- Liaising with teams across the business to gather stories and updates
- Proofreading and ensuring content is accurate and well-structured

You will have excellent writing and communications skills and be able to work quickly and accurately.

Responsible To: PR and Communications Manager

MAIN TASKS OR ACTIVITIES

1. Write news stories for Jigsaw's weekly employee newsletter, including interviewing colleagues for more in-depth articles.
2. Proofread content of newsletter and any other documents when required.
3. Help write press releases, working with external partners to gather information and issue to media outlets.
4. Help write and upload news articles on the Group website.
5. Help write any award entries or advertorial copy for magazines.
6. Assist the team in organising and attending partner events and photoshoots including gathering guest lists.
7. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.
8. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
9. Carry out any duty which may be, from time to time, requested by the Chief Executive or Group Directors commensurate with the position.

Candidate Requirements

Candidate Requirements:

- GCSE (or equivalent) Grade 5 or above in English and Grade 4 or above in Maths
- Graduate in Marketing, PR, Journalism, Communications or similar
- Strong writing skills and the ability to adapt tone and style for different audiences
- Excellent grammar, spelling and attention to detail
- Confident communicator
- Experience of writing for online publications, blogs or university media is helpful but not essential
- Basic understanding of the social housing sector is helpful, but not essential

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



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