

# FURCATION RECRUITMENT

Role: External Relations Staff



## Position Overview:

As a member of the External Relations Team within Furcation, you will play an attendee facing role where you will get the opportunity to interact directly as a representative of Furcation, both as the Convention and as a member of staff. You will be expected to collaborate with other teams to ensure our communication efforts are aligned with the organisational goals and target audience of Furcation. This position will offer a unique opportunity to work in a multi-paced team which thrives in communication!

## Key Responsibilities:

- Expectations at the convention will be to be active and contactable if required as well as able to support incoming requests from our Project Managers.
- Expectations before the con would be to hype up the convention and get others interested in the event, this is always discussed before being posted publicly. If you do not know something, do not worry, as we are all here to help assist you!
- Stay up-to-date on industry trends and best practices in communication, applying new knowledge to enhance our strategies and processes.
- Develop and implement ideas for communication strategies.
- Closely monitor social media posts once sent to ensure the best results are provided.
- Work cross collaboratively with other departments to post out appropriate posts.
- Craft clear, compelling, and consistent messages that resonate with attendees.
- Reply to Direct Messages on the social pages to assist attendees.

## Experience:

A strong candidate must be an effective communicator with a proficient knowledge in Social Media sites, such as Telegram, Twitter (x), Facebook, BlueSky, Twitch, Instagram, TikTok etc.

It is also important to have customer facing and social skills, be effective at communication and provide quality results.

We are looking for people who are friendly, willing to help where they can, and support each other within the role.

## How to Apply

Please go to the website <https://support.furcation.org.uk/open.php> and choose "recruitment" from the drop-down menu then fill out the application form adding in "External Relations" or "Social Media"

## Privacy Notice:

Your e-mail address and any personal information will be processed under strict guidelines enforced by the GDPR. Your details will only be held for as long as required to process your application and will be securely erased once we have satisfied our legal requirements. For further information, contact our Data Protection Officer at [dpo@furcation.org.uk](mailto:dpo@furcation.org.uk).