



# Communications Manager (Maternity Cover)

**Duration:** This role is a maternity cover and is expected to last from February 2019 to December 2019, with a possible extension until March 2020.

**Hours:** Four days per week

**Salary:** up to £30,000 pro rata (depending on experience)

**Location:** Ideally we'd like someone based in South West UK, as close to Totnes as possible (but we will consider applications from those who live further away and would like to work remotely, as long as they are able to travel to our Totnes office when needed)

**Deadline for applications:** Monday 17<sup>th</sup> December at 10am UK time

**Interviews will take place:** Early January 2019

**Start by:** February 2019

**To apply:** Please email your CV and a covering letter explaining why you'd be the right person for this position to [roger@networkofwellbeing.org](mailto:roger@networkofwellbeing.org).

## Role description

The Network of Wellbeing (NOW) is looking to appoint a maternity cover for the role of Communications Manager. The Communications Manager has overall responsibility for NOW's communications, including developing and implementing our communications strategy. S/he will oversee all of our communications, especially our website and social media presence, to help ensure that NOW offers clear pathways for people and organisations to engage with us. S/he reports to NOW's Director.

S/he will have particular responsibility to:

- develop and implement NOW's communications strategy, in ways that support the delivery of its strategic aims and are consistent with NOW's organisational strategy;
- ensure NOW offers clear pathways for people and organisations to engage with us;
- oversee NOW's communications to ensure they are consistent with its brand and key messaging;
- manage all of NOW's digital communications content, including the production of a regular NOW newsletter and all contributions on the NOW blog;
- oversee the development of NOW's website, ensuring it offers regularly updated, engaging content and clear pathways for people and organisations to engage with NOW;
- run NOW's monthly webinars, including all promotions, hosting and follow up;
- oversee the development of NOW's presence on social media, ensuring it offers engaging content and clear pathways for people and organisations to engage with NOW;
- build and manage relationships, externally, to ensure the contribution of a wide variety of top-quality content to the website and on social media;
- liaise with colleagues, internally, to ensure that NOW's communications and other activities are coordinated to maximum effect;
- support on events planning, management and promotion;
- where suitable, manage volunteers, in a supportive manner, so that they can help NOW deliver its communications.

## **General duty of all staff at the Network of Wellbeing**

- All staff at the Network of Wellbeing are expected to contribute to its success by actively participating in the development, monitoring and review of our organisational strategy; enthusiastically participating in NOW's events and activities, supporting colleagues with advice and assistance, and by undertaking their fair share of administrative and office management tasks.

## **Person Specification**

The Network of Wellbeing is looking for someone who:

- has a knowledge of wellbeing issues, or related topics, and is committed to our vision and mission;
- is a good team player, with experience of working in an office environment within a small team, ideally including managing volunteers;
- has excellent spoken and written communication skills;
- has experience of managing a website and social media, in a professional capacity, on behalf of an organisation;
- has proven organisational skills and experience of coordinating the delivery of top-quality content for the web and social media;
- is confident in speaking publicly and hosting events (any experience of hosting online events would be an advantage);
- has a good working knowledge of Microsoft Office, including Word, Excel and Powerpoint, Dropbox, Google Mail and Google Calendar or similar systems, plus preferably also has some familiarity with Skype and Zoom.

## **To apply:**

Please email your CV and covering letter explaining why you'd be the right person for the position to [roger@networkofwellbeing.org](mailto:roger@networkofwellbeing.org) by the deadline of Monday 17<sup>th</sup> December at 10am UK time.