



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

Deadline for applications: Friday 14th December

Interviews will take place: Early January 2019

Start by: Mid February

To apply: Please email your CV and a covering letter explaining why you'd be the right person for the position to 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, overseeing all our communications and, especially, our website and social media presence to ensure it 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 its organisational strategy, including by ensuring it offers clear pathways for people and organisations to engage with NOW;
- oversee NOW's communications to ensure they are consistent with its brand and strategic aims;
- 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, wherever required;
- 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 NOW's strategy; enthusiastically participating in NOW's 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, 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, and preferably familiarity with Dropbox, Zoom, Skype, Google Mail and Google Calendar or similar systems.

To apply:

Please email your CV and covering letter explaining why you'd be the right person for the position to roger@networkofwellbeing.org by the deadline of Friday 14th December.