



# 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 14<sup>th</sup> December

**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 Friday 14<sup>th</sup> December.