

# Communications Officer

**Duration:** Permanent, with an initial six month probation period

**Hours:** Three days per week

**Salary:** up to £27,000 pro rata - depending on experience

**Location:** Remote working - someone based in the UK

**Start by:** August or September 2021

**How to apply:** Email your CV and a covering letter, outlining why you feel you are suitable, to [roger@networkofwellbeing.org](mailto:roger@networkofwellbeing.org) and [florence@networkofwellbeing.org](mailto:florence@networkofwellbeing.org). Please note, you must include at least two recent references we are able to contact.

**Deadline for applications:** 10am UK time on Monday 19<sup>th</sup> July

## Role description

The Communications Officer has responsibility for delivering communications projects in ways that support the delivery of the Network of Wellbeing's strategic aims and are consistent with its organisational strategy. They will report to NOW's Communications + Events Manager.

They will have responsibility for:

- contributing to the development and implementation of NOW's communications plans, in ways that support the delivery of its strategic aims and are consistent with its organisational strategy;
- helping to ensure NOW offers clear pathways for people and organisations to engage with us, and that we track engagement effectively through establishment of a clear contact record management system;
- helping to ensure communications are consistent with NOW's brand and key messaging;
- leading on NOW's website management, with guidance from the Communications + Events Manager, to ensure website content is up-to-date, engaging and accessible;
- helping to produce digital communications content, including the regular NOW newsletter, blog posts, social media posts and infographics;
- helping to monitor and evaluate the impact of NOW's communications and events;
- ensuring we effectively manage the administration of our internal communications, including supporting on filing systems.

Where needed, additional duties could include:

- supporting on NOW's monthly webinars, including promotions and follow up;
- contributing to production of print material and / or designed resources;
- building and managing relationships, externally, to ensure the contribution of a wide variety of top-quality content for our webinars, the website and on social media.

## **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; contributing to fundraising activities, enthusiastically participating in 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 remotely and within a small team;
- has strong administrative and organisational skills;

- has excellent spoken and written communication skills;
- has experience of delivering top-quality content for the web and social media;
- has a high competency with common web-editing tools;
- has experience of promoting events and ideally some experience with supporting online events;
- has a good working knowledge of Microsoft Office, including Word, Excel and Powerpoint, plus Dropbox, Google Mail and Google Calendar, and a familiarity with Zoom;
- Some visual branding skills would be desirable, and ideally the ability to design simple social media graphics and report layouts.
- Experience of monitoring and evaluation of communications and events would also be desirable.

Please note: All appointments to the Network of Wellbeing are subject to a six-month probation period.

To find out more about the Network of Wellbeing please visit [www.networkofwellbeing.org](http://www.networkofwellbeing.org).