Communications and Marketing Co-ordinator - Role Profile

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| Role title | Communications and Marketing Co-ordinator (environmental impact) | |
| Host employer and location | The Big Life group | Hybrid |
| Role description and requirements | The role of Communications and Marketing Co-ordinator (environmental impact) will both drive and promote Big Life’s green activities.  Through the group’s internal communications channels, the candidate will encourage staff to enact sustainable changes, and share them across the group’s 500 colleagues.  The candidate, supported by a Communications Officer, will be responsible for producing engaging green campaigns for staff, sharing subsequent successes and great ideas, and creating a buzz around the work done – on both a small and large scale – across the group to improve its environmental impact.  The candidate will also support the development of a recognition scheme for members of staff and teams who have particularly excelled in terms of reducing their impact.  Using social media, as well as other external communications and marketing approaches, the candidate will then work alongside a Communications Officer to share our work in this area, promoting Big Life as a place of excellence for sustainability, inspiring the wider third sector and beyond. | |
| Essential skills, experience, and qualifications | Strong written and oral communications skills  A team player, able to offer suggestions and take them on board  Good creative skills, able to come up with ideas that inspire people  Experience, or an interest, in social media (desirable) | |
| Number of hours per week | 12 (work pattern suggested below is flexible to suit the candidate) | |
| Working pattern and contracted hours | |  |  | | --- | --- | | Monday |  | | Tuesday | 4 | | Wednesday | 4 | | Thursday | 4 | | Friday |  | | Saturday |  | | Sunday |  | | |
| Duration | 3 months (possibly extend up to 6 months) | |
| What is in it for the candidate? | Experience of working as part of a communications team  Informal training in written skills, social media skills and creating and simple visual designs | |
| Pay | Real Living Wage | |