



Our Place Wye: Communicator (8hrs pw.)

The Our Place Wye programme aims to nurture a more inclusive and integrated community, which is more resilient and responsive to individual needs, age and social profile, and stimulates a healthy, caring and sustainable community in Wye, and the surrounding area.

For more information please consult the Our Place Website
www.ourplacewye.org.uk/

We wish to commission a communicator who will take on the role of moderator of the Facebook Group and production of the newsletter.

The aim of the Facebook Group and the newsletter has always been to enhance community awareness and involvement so that existing initiatives can grow even stronger and involve more of the community. Volunteers have been recruited for the community lunch, for example, and other initiatives promoted by Our Place Wye and other social enterprises in the village.

The person must use Facebook and, if not a resident of Wye, at least be very familiar with the village.

While the role is remunerated, the person selected will be carrying out the work on a freelance basis. ie. they will not become an employee of Our Place Wye. The work would therefore perhaps suit someone who is already self-employed or who would see this role as a means of starting self-employment.

The person will be answerable to the Our Place Management team. They will be supported and guided by Jasper Bouverie who is a member of that team.

Key responsibilities & activities

- To moderate and administer the community's Our Place Wye Facebook Group.
 - o To accept new members according to agreed protocol
 - o To write a post to welcome new members every week
 - o To remove posts which do not conform with the accepted protocol
 - o To select a photograph from those taken by members to replace the Group banner photo, every month

- To liaise with the Community Warden and representatives of groups in the village to post items of importance and interest to members of the community
 - To make representatives of existing village groups who contribute to the Facebook Group or newsletter aware of any rights or privacy issues regarding the use of pictures
 - To work together with volunteer administrators of the Facebook Group in a mutually supportive way
- To oversee the WyeBay (buying and selling) Facebook Group. To accept new members according to agreed protocol
 - To be responsible for the production of the newsletter
 - To help the Our Place Management group to commission articles for a newsletter for distribution around the whole community
 - To edit articles for this newsletter, and carry out design of the newsletter, ensuring the use of correct advertisements and logos.
 - To liaise with printer to have newsletter printed
 - To liaise with the volunteer distributors with a view to distribution of the newsletter
 - To liaise with existing Our Place Wye sponsors to enable their use of the newsletter and Facebook Group
 - To seek to enlarge the pool of sponsors, both for the Facebook Group and the newsletter
 - To coordinate with the Our Place Management team with regard to collection of monies from advertisers
 - To report back to the Our Place Management team on a regular basis.

Competency Requirements for Communicator

Essential

Good working knowledge of Facebook

Writing ability

Knowledge of online safety and rights issues

Knowledge of what constitutes online bullying

Diplomatic skills – a strong sense of fair play

Good organisational skills

Good knowledge of the village of Wye and the surrounding area

A belief in the importance of the local community

Demonstrate a positive desire to achieve results

Ability to prioritise and complete work in a pressured environment

Appropriate level of data protection, security and confidentiality awareness

Appropriate level of IT and keyboard skills

Ability to manage a budget

Remuneration

This Communicator will be paid to complete various tasks on the basis of our estimate that this will be in the region of 420 hours per year at an hourly rate of £10 per hour £4,200 pa.

This role to be commissioned for an initial period of six months from 1st July 2020 then reviewed.