



## **JOB DESCRIPTION**

**Job Title:** Mind Our Future Gwent Communications Officer

**Employed by:** ProMo-Cymru

**Salary:** Starting salary Scale A point 4 £20,376 - Scale A point 6 £21,448 per annum (pro-rata)

**Location:** ProMo-Cymru offices and home-working

**Hours of work:** 7 hours per week

**Holidays:** 23 days per annum (pro-rata)

**Length of Contract:** Permanent (subject to funding)

**Responsible to:** Mind Our Future Gwent Project Manager

**Responsible for:** Not applicable

## **ProMo-Cymru Vision**

ProMo-Cymru works to ensure young people and communities are informed, engaged, connected and heard.

## **How We Work**

We work collaboratively to make links between people and services using creativity and digital technology. Supporting the third and public sectors to imagine, test and create better services.

ProMo works with communities through communications, advocacy, cultural engagement, digital and media production. Our work is informed by over 20 years of delivering digital youth information projects. We share this knowledge through training and consultancy, forming long term partnerships to benefit people and organisations.

ProMo is a registered charity and social enterprise; our profits are invested back into our community projects.

## **MAIN PURPOSE OF THE POSITION**

ProMo-Cymru is looking for a creative **Communications Officer** to assist in the delivery of the National Lottery-funded Mind our Future Gwent project.

Working hand-in-hand with lead delivery partner Newport Mind, our project partners and young people over a period of 5 years, we will be designing new approaches for the prevention and early intervention of mental health problems in young people living in Gwent.

As a valued member of the ProMo-Cymru team, you will be responsible for marketing and communications for the exciting and innovative Mind Our Future Gwent project.

## **MAIN DUTIES**

- Working with young people to co-produce content
- Write and edit articles for websites, newspapers, journals or newsletters in Welsh and/or English
- Publicise the project across a variety of social media platforms, boost posts, and analyse the performance
- Create engaging digital content including graphics, videos, and podcasts

In addition to the above duties and responsibilities, the post-holder will be expected to undertake any other duties and tasks required to ensure the project successfully meets its outcomes and objectives.

## **PERSON SPECIFICATION AND EXPERIENCE:**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified/ Assessed</b>
Education/ Qualifications:	Relevant qualification(s) in a related field		Application form
Experience	Social media and communication experience, preferably in a professional setting  Writing/editing articles for websites, newspapers, journals or newsletters in Welsh and/or English		Application form & interview

	Co-producing content with young people and communities		
Skills:	<p>Excellent written and verbal communication skills</p> <p>Good interpersonal skills</p> <p>Excellent time-management, organisational, planning and multi-tasking skills</p> <p>Excellent ICT skills</p>		Application form & interview
Knowledge:	<p>High level of digital literacy including web, social media and multimedia technologies</p> <p>Knowledge of a variety of social media networks and their purpose/functions</p>		Application form & interview
Personal Attributes:	<p>Ability to work independently and on own initiative, as well as part of a team</p> <p>Flexible and adaptable</p>		Interview
Other requirements:	<p>Committed to working to and upholding ProMo-Cymru's values, ethos and culture, including a rights based approach</p> <p>Willingness to undertake travel across Wales when required</p> <p>Willingness to work flexible hours as per business need</p> <p>This post is subject to an enhanced DBS check</p>	<p>Driving licence</p> <p>Fluent Welsh speaker</p>	Application form & interview

**This job description may be subject to review and changed to include such duties and responsibilities as are determined in consultation with the post holder. It is not intended to be rigid or inflexible but should be regarded as providing a framework within which the individual works.**

**###END###**