

Job Pack: Communications & Events Officer

About DTA Wales

The Development Trusts Association Wales (DTA Wales) is an independent practitioner-based membership organisation promoting the work of, and supporting the growing network of, community enterprises in Wales. Our members are all independent not-for-profit organisations who are serving their communities through a wide variety of services and initiatives.

First established in 2003, we are a small core team with increasing reach and impact as we work alongside and through our members, a large and growing pool of peer mentors, and a range of experienced partners across Wales.

Membership of DTA Wales falls into three tiers and members can access a range of services depending on their membership level. Find out more at dtawales.org.uk.

Why work for us?

By joining DTA Wales you will have the chance to effect big change. People work for us if they believe in the power of community, social enterprise and local action. An interest in policy is welcome, but a passion for practical action is paramount.

We are committed to fostering an inclusive and diverse workplace where everyone is valued. We welcome applications from individuals of all backgrounds, including underrepresented groups. Join us in making a difference for communities in Wales.

We are open to the possibility of this role being a job-share, so if you feel that you meet some, but not all of the person specification we would encourage you to still apply, outlining which elements of the role you could meet. Or contact us to discuss your application.

About this position and the programmes you will support.

We are seeking a skilled and adaptable comms professional to deliver engaging communications and event support in both English and Cymraeg for DTA Wales and our Egin programme. We need someone who loves telling stories to convey the power of community action, and who excels at curating online and in-person events which support

it.

We are in the first year of a three-year programme funded by The National Lottery in partnership with our UK sister organisations - Development Trusts Association Scotland, Locality (England) and Development Trusts Association Northern Ireland. The project will support members with funded peer-learning grants, specialist networking opportunities, regional events, and leadership development.

Egin is a seven-year programme funded by The National Lottery Community Fund, which began in 2023 and runs in partnership with Co-Production Labs Wales, Severn Wye Energy Agency, the Ethnic Youth Support Team and others. It aims to unlock the collective power of communities in Wales to take their first steps towards tackling climate change and living more sustainably - especially those who are the most likely to be affected by climate change.

The word "Egin" means shoots or sprouts in Welsh, and the aim is to help new ideas to generate and take root, empowering communities to come together and talk about the changes they want to see. Our main focus is groups who might not normally feel included in conversations around climate and sustainability yet may be the most impacted by climate change. Read more at www.egin.org.uk.

DTA Wales runs a number of other projects and programmes alongside supporting our members, including the Community Ownership Fund, Net Zero, Social Business Wales and the Energy Action Group.

Job Description

Job title	Communications & Events Officer
Reporting to	Membership Services Manager
Summary of role	To deliver comms and event support for DTA Wales, Egin, and other DTA Wales projects as required.
Managing	Ad hoc relationships with partners and/or suppliers.
Pay rate	£28,000 pa (FTE)
Days per week	4 days per week (0.8 FTE)
Term of employment	Permanent subject to funding
Hours of work	7 hours per day (28 hours per week), worked flexibly by negotiation with line managers and with Thursdays as a core day. Occasional working at evenings and over weekends may be required to meet the needs of the role.

Job location This role is home-based, with the option to work from 'local to you' office hub - anywhere within Wales or within easy reach of Wales is supported.

DTA Wales retains a Cardiff office, with smaller groupings of staff around Newtown and Machynlleth.

Travel expectations (work base) We retain the expectation for you to travel to a DTA office or meeting place as part of a DTA team on a semi-regular basis as reasonably required by the role. Travel costs will be reimbursed, and we prioritise use of public transport wherever possible.

Travel expectations (role delivery) Travel around Wales (and occasionally elsewhere in the UK) is expected as part of this role. Travel costs will be reimbursed.

Roles / responsibilities

- To manage social media channels (Facebook, Instagram, Twitter/X, YouTube and LinkedIn) on behalf of DTA Wales and Egin, creating engaging content in line with brand guidelines that conveys the purpose and impact of our work, and tells the story of our members.
- To create branded online and printed materials using Canva.
- To craft high quality written case studies, web content, blog posts and press releases tailored to a range of audiences. Work with partners to ensure that these are designed to reach marginalised or excluded communities.
- To manage the bilingual Wordpress websites dtawales.org.uk and egin.org.uk.
- To manage the Egin Online Community through Hivebrite, working with other colleagues to build momentum in turning it into an interactive community of practice.
- To manage and maintain DTA Wales and Egin mailing lists.
- To produce quarterly newsletters that showcase both our work and the work of our members.
- To organise online and in-person events as required, and in collaboration with other colleagues.
- To proactively seek opportunities to promote our organisation and programmes, helping to increase engagement and membership.

Person specification

Essential

- Cymraeg (fluent), with understanding of the Welsh Language Standards.
- A broad range of communications experience, including social media, PR, website and newsletter management and design.

Cynllun Cyfrifon
Camau Cynaliadwy Cymru

Dormant Accounts
Sustainable Steps Wales

Ddarperir gan
CRONFA GYMUNEDOL
LOTERI GENEDLAETHOL

Delivered by
THE NATIONAL LOTTERY
COMMUNITY FUND

- Experience in website content production and management, ideally in Wordpress although full training can be provided.
- Experience supporting and delivering online and in-person events, with good technical skills with online booking systems and video conferencing technologies.
- A strong affinity for both the power of community and awareness of the challenges of climate change. Whilst direct experience is beneficial it is not essential, however affinity and awareness need to be evident.
- Excellent written and oral communication and interpersonal skills in both English and Cymraeg, with great attention to detail and an assertive and approachable communication style.
- Experience in crafting news stories, online content and/or case studies.
- Experience or skills to produce a range of visual assets in Canva, with a good eye for style and a clear understanding of branding and brand guidelines.
- Well organised and self-motivated, with excellent time-management skills.
- A clean UK driving licence and access to a vehicle. We prioritise use of public transport wherever possible, however many of our members and event venues are located in areas of rural Wales that require use of a vehicle to access.

Desirable

- An active interest in the theories and practices of achieving behaviour change. Ideally, but not essentially, in the field of climate change.
- Experience of small-scale public speaking.
- Experience of digital community organising platforms, such as Hivebrite or Mighty Networks.
- Experience and awareness of the challenges of working remotely and in small teams.
- Some experience in photography and/or videography would be highly beneficial to the role.

KEY DATES

Closing date for applications Midday, Thursday October 3rd 2024

Interview / selection day October 9th or 10th 2024

Cynllun Cyfrifon
Camau Cynaliadwy Cymru

Dormant Accounts
Sustainable Steps Wales

Ddarperir gan
**CRONFA GYMUNEDOL
LOTERI GENEDLAETHOL**

Delivered by
**THE NATIONAL LOTTERY
COMMUNITY FUND**

Anticipated start date As soon as possible

How to apply.

Please complete the application form and return it to info@dtawales.org.uk, with the job title in the subject line.

Please also complete an Equal Opportunities Monitoring Form:

<https://forms.gle/E1WUWEsjNNSaYDQV9>

The Equal Opportunities Monitoring form is anonymous and will not be included as part of the shortlisting process. All provided information will be used for recruitment monitoring and provision of statistical data purposes only.

Development Trusts Association Wales, 17 West Bute Street, Cardiff CF10 5EP
Cymdeithas Ymddiriedolaethau Datblygu Cymru, 17 Stryd Gorllewin Bute, Caerdydd CF10 5EP
el/Ffôn 029 2019 0260 Email/E-bost info@dtawales.org.uk Website/Gwefan www.dtawales.org.uk
Company registration no./Rhif cofrestru'r cwmni 04966246

Cynllun Cyfrifon
Camau Cynaliadwy Cymru

Dormant Accounts
Sustainable Steps Wales

Ddarperir gan
**CRONFA GYMUNEDOL
LOTERI GENEDLAETHOL**

Delivered by
**THE NATIONAL LOTTERY
COMMUNITY FUND**