



March 2024

Dear Applicant

Welcome to Wimbledon Guild!

Wimbledon Guild is a community charity offering practical help and personal support, so people in Merton never have to face life's challenges alone. Whether money's tight, someone is feeling low or overwhelmed, or they're looking for new friends and activities locally, we're always here.

We're looking for someone to join our small, busy Marketing and Communications team for 6 months as a part-time Marketing and Communications Officer.

We work with a team of incredible individuals across Wimbledon Guild. Our job as a Marketing and Communications team is to provide marketing support to each department, making sure that people who are eligible for support are aware of how Wimbledon Guild can help, as well as telling their stories.

As Marketing and Communications Officer, you'll be highly motivated to make a real difference within the role. You'll act as a brand guardian and make sure that our recently developed brand voice and visual identity are consistently and correctly applied across everything that we do.

Wimbledon Guild is currently supporting more people than ever. We are seeing the impact of the rising cost of living on our community and we're working hard to provide practical help and support. In response, we're expanding our support services including additional mental health support and activities, and we've recently opened a new base in Morden. As our services grow, we need to promote them and it's a great time to join our team to help us achieve that.

We're looking for a team player who is comfortable getting stuck in as there will be occasions where you need to get involved in things that may be outside of your direct job role. The ability to work with different teams and with individuals from a diverse range of backgrounds is essential. We're looking for someone who has a high level of attention to detail, who is enthusiastic, motivated and gets things done.

If this sounds like you, please complete an application form and send it through to jobs@wimbledonguild.co.uk. If you have any questions about the role contact Zoe Davies, Marketing and Communications Manager, at zdavies@wimbledonguild.co.uk.

The closing date for applications is **Monday 1st April at 9am**.

Thanks for your interest in Wimbledon Guild. We look forward to hearing from you.

Zoe Davies, Marketing and Communications Manager