



Sutton Nature Conservation Volunteers

Web Master

Sutton Nature Conservation Volunteers (SNCV) are looking for an enthusiastic long-term member of the SNCV Executive Committee to lead on the online promotion dissemination of the SNCV as the London Borough of Sutton's premier nature conservation body.

Description

We are looking for a creative individual with a good understanding of online systems and social media, who has a background in marketing or PR (preferably for an environmental group / charity) that can develop and promote the work of the SNCV to the public & press, other charities / NGO's and Councillors. The SNCV Committee convenes every other month, at which the Officer would be expected to attend. Time investment by the Officer will be commensurate of the undertaking of the relevant duties for organising and promoting the charity but may be around 1 day per month. The vast majority of the work can be undertaken remotely i.e. at home, subject to suitable internet connections etc.

The role would mainly involve:

- Maintain and run the SNCV website www.sncv.org.uk
- Produce and source articles for the website
- Collate and produce the online monthly newsletter (Mailchimp)
- Manage online social media (Twitter, Facebook etc.)
- Liaise closely with the Marketing and Promotions Officer for promoting the charity
- Liaise regularly with the Exec Committee and Sutton Council's Biodiversity Team
- Increase the number of volunteers contributing to social media / online systems
- Recruit new followers and expand the charity's profile
- Produce an annual report of activities
- Produce publicity material
- General administration
- Abide by Health & Safety policies and promote Equal Opportunities

Personal Specification:

- Excellent written and verbal communication skills (essential)
- Excellent ICT skills, including knowledge of Microsoft Office, Wordpress / Blogger, Twitter, Facebook etc. (essential)
- Highly organised, with proactive approach to work (essential)
- Experience of promotions / marketing (essential)
- Interest in biodiversity and wildlife (desirable)
- Local knowledge of Sutton (desirable)

Benefits:

- Proven experience in running websites / media and communications for a local charity
- On the job training, including free access to workshops and talks
- Influencing the direction and profile of a local charity
- Reasonable Travel Expenses

To Apply:

Please send your CV and a covering email to the SNCV Secretary David Warburton at sncvvolunteers@hotmail.co.uk by Friday 1st November, clearly stating why you are interested in the role, what you hope to gain from it and what you could bring to the charity.