

Community and Communications officer

Fair Trade Wales is looking for an enthusiastic community and communications officer who can use their skills to support grassroots communities in Wales, create and deliver engaging bilingual communications, and develop and distribute resources.

This role would suit a friendly and experienced team player, committed to the values of Fair Trade Wales, who enjoys variety in their job and is able to prioritise and organise their workload effectively. If you are passionate about justice and global equality, and want to encourage people to campaign for change and go further for Fair Trade, then this could be the job for you.

Fair Trade Wales works to support, grow and promote the Fair Trade movement in Wales. Our vision is to see an equal world, using our values of support, collaboration and empowerment. Come and join a friendly and Fair Trade organisation.

Fair Trade Wales is established as a company, limited by guarantee with not for profit status. We work as part of the [Hub Cymru Africa \(HCA\) partnership](#) and are based at the Temple of Peace in Cardiff. Hub Cymru Africa is currently funded by the Welsh Government's [Wales and Africa](#) programme. The post-holder will work in collaboration with Hub Cymru Africa to maximise the effectiveness of the sector.

How to apply

Email your CV and a covering letter, explaining how you meet the person specifications and why you want to work for Fair Trade Wales to aileen@fairtradewales.org.uk by 12noon on 28 June.

Closing Date: 12 noon - 28 June.

Interviews will take place 6/7 July.

Details

Reports to: Head of Fair Trade Wales
Term: Permanent

Salary:	NJC band 18, £24,982 (£10k - 15 hours a week)
Location:	Main office is Cardiff; some travel and overnight stays may be required; remote working and other locations will be considered.
Hours:	15 hours per week - 0.4 pro rata
Pension:	Employer Contribution of 5% gross salary under the NEST scheme subject to 5% employee contribution
Annual leave:	25 days holiday pro rata/ pa excluding bank holidays
Flexible working:	All flexible working requests considered

Overall purpose of the role

The main purpose of this role is to:

- Support and engage the Fair Trade Wales (FTW) community
- Communicate and raise awareness of Fair Trade and Trade Justice clearly and effectively
- Assist with events and projects developed by Fair Trade Wales and partner organisations
- Contribute to developing the future direction of Fair Trade Wales

Job description

Community outreach

- Liaise with, support and develop the FTW community
- Act as key contact point for FTW community representatives and other organisations throughout Wales
- Coordinate and organise Fairtrade Fortnight activities in Wales, including involving international Fair Trade producers in events

Communications

- Develop and implement a communications plan for FTW, in conjunction with Hub Cymru Africa (HCA) colleagues
- Produce effective bilingual communications across all FTW channels (website, newsletters, social media) and external media

- Organise the creation and distribution of a variety of bilingual resources for the Fair Trade movement, ensuring suitable resources are available at all times
- Keep relevant databases and contacts complete and up to date, in line with relevant legislation

Additional responsibilities

- Keep up-to-date with global and local Fair Trade knowledge
- Do appropriate monitoring, evaluation and learning
- Participate in HCA and FTW meetings, where appropriate
- Support the manager to ensure achievement of FTW targets, including on policy work
- To comply with all reasonable requests subject to the overall specifications of the role

Person specification

Essential	Desirable
Skills and Competencies	
<ul style="list-style-type: none"> - Ability to communicate fluently through the medium of Welsh (verbal and written) - Knowledge of the Welsh Language Act and its implications for our supporters and stakeholders - Ability to use initiative, work independently and as part of a small team - Proven organisational and administrative skills - Understanding of GDPR requirements 	<ul style="list-style-type: none"> - Sound knowledge of Fair Trade and trade justice issues - Demonstrable passion for the Fair Trade movement - Experience of monitoring and evaluating work - Experience of using G-suite - Willing to become a First Aider - Holds a driving licence

Community outreach

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| <ul style="list-style-type: none">- Understanding of community groups' causes, motivations and needs- Ability to build good working relationships with a diverse range of people and communities- Experience of organising campaigns and events, both internally and in partnership with others- Ability to run online meetings and events with the community | <ul style="list-style-type: none">- Knowledge of Wales' geography - counties/towns/major public transport networks- Facilitation and presentation skills- Event management skills |
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Communications

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| <ul style="list-style-type: none">- Excellent bilingual communication (verbal and written, Welsh and English) across a range of platforms and channels- Have managed, planned and created engaging bilingual content- Proven IT skills on multiple platforms including Microsoft and Google | <ul style="list-style-type: none">- Ability to design visually engaging content- Experience of creating and/or commissioning bilingual resources- Working knowledge of Wordpress CMS- Experience in managing databases- Experience in managing electronic and physical resources |
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