Communications and Community officer 

**Fair Trade Wales is looking for an enthusiastic communications and community 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 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 sarah@fairtradewales.org.uk by 12 noon on Monday 28th July.

Closing Date: 28th July.

Interviews will take place on Friday 16th August.

Details

Reports to: Head of Fair Trade Wales

Term: Two years initially

Salary: NJC band 18, £29,269 pro rata (pay award pending) 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  ● Support Fairtrade Fortnight activities in Wales, including involving international Fair Trade producers in events |
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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 |
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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 Head of Fair Trade Wales to ensure achievement of FTW targets, including on policy work  ● Comply with all reasonable requests subject to the overall specifications of the role |
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Person specification

| **Essential Desirable** |
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Skills and Competencies

| - Ability to communicate fluently  - Sound knowledge of Fair Trade  through the medium of Welsh  and trade justice issues  (verbal and written)  - Demonstrable passion for the  - Knowledge of the Welsh  Fair Trade movement  Language Act and its implications  - Experience of monitoring and  for our supporters and  evaluating work  stakeholders  - Experience of using G-suite  - Ability to use initiative, work  - Willing to become a First Aider  independently and as part of a  - Holds a driving licence  small team  - Proven organisational and  administrative skills  - Understanding of GDPR  requirements |
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Community outreach

| - Understanding of community  - Knowledge of Wales’ geography -  groups’ causes, motivations and  counties/towns/major public  needs  transport networks  - Ability to build good working  - Facilitation and presentation  relationships with a diverse  skills  range of people and  - Event management skills  communities  - Experience of organising  campaigns and events, both  internally and in partnership with  others  - Ability to run online meetings  and events with the community |
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Communications

| - Excellent bilingual  - Ability to design visually engaging  communication (verbal and  content  written, Welsh and English)  - Experience of creating and/or  across a range of platforms and  commissioning bilingual  channels  resources  - Have managed, planned and  - Working knowledge of  created engaging bilingual  Wordpress CMS  content  - Experience in managing  - Proven IT skills on multiple  databases  platforms including Microsoft  - Experience in managing  and Google  electronic and physical resources |
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