

Job Pack – Communications 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.

Why work for us?

By joining DTA Wales you will have the chance to affect 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.

About this position and the programmes you will support.

We are seeking a skilled and adaptable comms professional to deliver engaging communications support for both DTA Wales and our Egin programme. We need someone who excels at telling stories to convey the power of community action through a range of platforms and content types, including newsletters, social media, case studies and our online community platform hosted on Hivebrite.

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 Officer
Managed by:	Membership Manager
Managing:	Relationships with partners and suppliers.
Pay rate	£28,000 pa (FTE)
Days per week	3 days per week (0.6 FTE)
Term of employment	Permanent subject to funding
Hours of work	21 hours per week, ideally including Thursday which is a core workday for DTA Wales. Core office hours are 10am - 4pm but there is flexibility here by negotiation with line managers. Occasional working at evenings and over weekends may be required to meet the needs of the role.
Job location	DTA Wales retains a Cardiff office, with smaller groupings of staff around Newtown and Machynlleth. Home working - or supported to work from 'local to you' office hub - anywhere within Wales or within easy reach of Wales is supported.
Travel expectations (work base)	We retain the expectation for you to be in a DTA office and part of a DTA team on a regular and reasonable basis. Travel costs will be reimbursed.

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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.

Summary of role To deliver comms support for DTA Wales (1 day per week) and Egin (2 days per week).

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 a range of visual assets 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 (currently undergoing a rebuild) and egin.org.uk.
- 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

(on the next page)

Essential

- Welsh speaking (fluent).
- A proven record of impactful communications, with evidence or transferable skills that can help us reach our target audiences and communities.

- A broad range of communications experiences from across (not all are required) design and print, social media strategies, word-of-mouth strategies, branding deployment, events management etc.
- Proven abilities to draw up briefs, recruit support teams and manage communications contracts.
- Experience of working to and delivering communications strategies.
- Experience supporting and delivering online and in-person events.
- 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 needs to be evident.
- Excellent written and oral communication skills in both English and Welsh.
- Well organised and self motivated

Desirable

- An active interest in the theories and practices of achieving behaviour change. Ideally, but not essentially, in the field of climate change.
- Public speaking
- Community management experience, e.g. platforms such as Hivebrite or Mighty Networks.
- Experience and awareness of the challenges of working remotely and in small teams

KEY DATES

Closing date for applications **Midday, Wednesday March 6th 2024**

Interview / selection day **March 12th or 13th 2024**

Anticipated start date **As soon as possible**

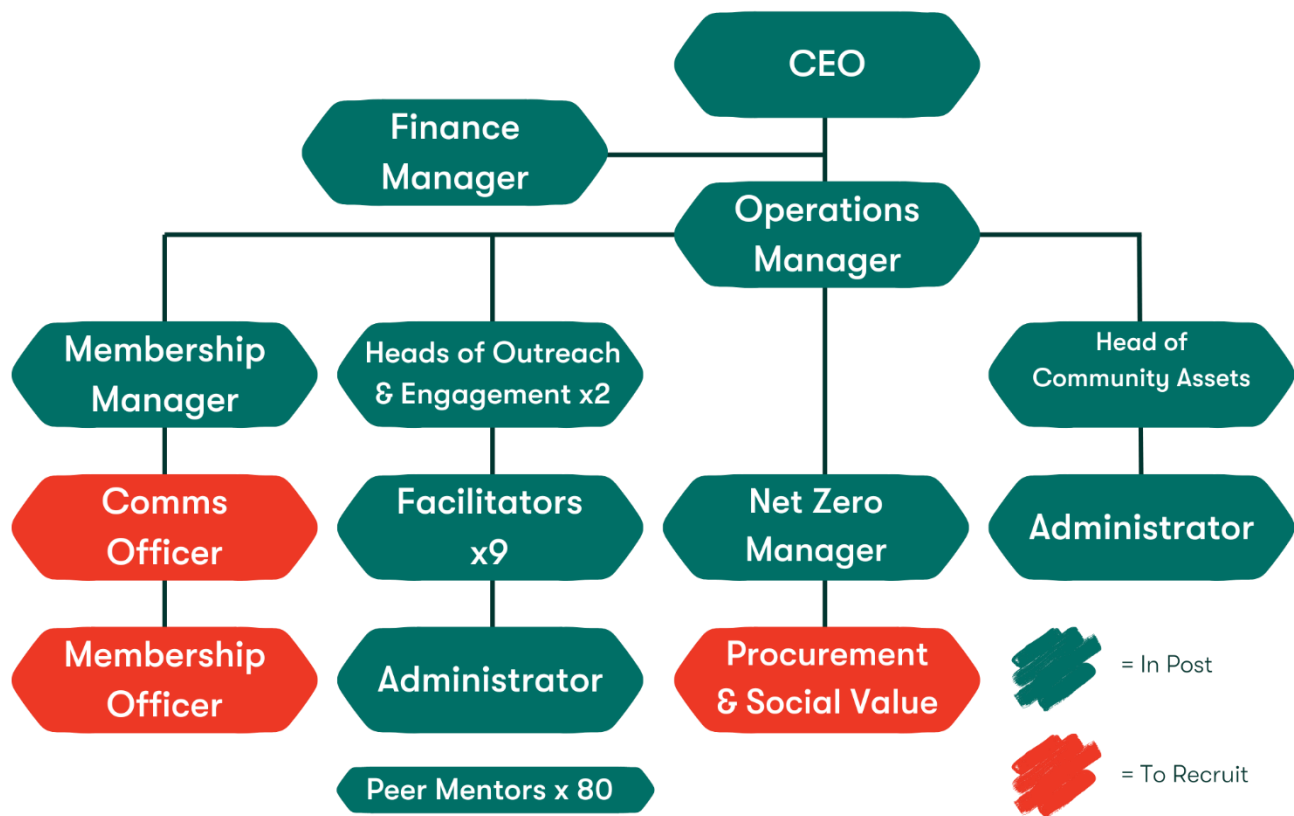
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Where you will sit within DTA Wales.



*Structure is under review

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.

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Company registration no./Rhif cofrestru'r cwmni 04966246

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