Content Co-ordinator

The Cant i Gymru (100 for Wales) team are in the hunt for a talented part-time Content Co-ordinator to bring some structure, organisation and creativity to our digital presence.

The digital world provides us with an incredible opportunity to inspire people from near and far to play their part in our vision to see 100 healthy churches planted in Wales in the next 10 years. As such, we are looking for someone with a heart for Wales, a passion for Jesus' church and experience in digital marketing and communication to join our team.

The role will require working remotely and hours can be flexed as required. You'll need to be an excellent project manager, great at hitting deadlines and have exceptional attention to detail. The ability to work in Welsh and English would also be a great help.

Responsibilities
- Working with the Cant i Gymru team to produce a strategy and calendar of multi-channel content.
- Co-ordinating the delivery of this content (Socials, Blogs, Emails, Videos, Web etc) with other stakeholders (designers, videographers, translators, digital-marketers, copy-writers etc).
- Co-ordinating sign off and edits with the Cant i Gymru team.
- Reviewing content analytics and performance to inform future content and comms.
- Co-ordinate comms for in-person events.
- Writing copy and editing content as required.
- Work closely with our Operations Co-ordinator to keep us organised and on track.

Skills and Experience
- Experience working with multiple content / comms platforms (eg. Instagram, Facebook, TikTok, MailChimp, HubSpot, Youtube etc)
- Excellent Communication Skills
- Creative Mindset
- Attention to Detail
- Excellent Organisation Skills

- Ability to Project Manage to deadlines.
- Ability to work in Welsh and English would be desirable.

The details:
- £25,000 salary (pro rata)
- Total hours to be agreed (10 – 16 hours per week expected)
- Opportunity to work flexibly around other commitments.
- 22 days holiday plus public holidays (pro rata)
- Chance to be part of this exciting vision in it's start-up phase