Job Title: Communications lead

Deadline: 29th November 2021, midday.

Responsible to: Wharf Chambers Co-op

Employment details:
— Minimum 5 hours per week, depending on frequency of events, with the possibility to expand scope of the job and increase hours should the role require it.
— £9.80 p/h
— 6 month fixed term contract.
— Hours are flexible, but the successful candidate will be expected to be available during the week to communicate with the Wharf Chambers co-op and other working groups.
— We are open to discussing the possibility of remote working.
— Expected to attend one Co-op meeting per month, normally daytime on a Monday and where possible, in person.

Overview:

We are looking for an organised and friendly Communications Lead who is able to juggle an array of tasks involved in the development of a multi-use venue and bar. The right person will have proven organisational skills, an eye for detail and experience or an interest in working in a co-operative structure.

Working in tandem with the Wharf Chambers co-op and other working groups, the focus of the role is to lead on the communication/marketing needs of the business and oversee a 'Communications' working group to delegate tasks amongst. You will also need to report to a regular co-op meeting. These tasks centre around social media management, communications and outreach. This role also has scope for you to be creative (e.g. graphic design) so please let us know if you have any skills which may be relevant.

This role has historically been administered on rotation within the staff team at Wharf Chambers. But with the frequency and breadth of events increasing, we would like to develop this position more formally. Although this is a short-term contract, there are opportunities for the role to be developed and extended.

About Wharf Chambers:

Wharf Chambers is a bar and multi-use venue in the centre of Leeds run by a workers' co-op in partnership with a members' club. We aim to provide an inclusive and affordable space for music, art, film, politics and discussion that brings together people from communities across Leeds. We encourage all applicants to look over our website and policies prior to applying.

Roles and responsibilities:

Core Tasks
— Advertising events via physical and digital listings.
— Communicating updates from the Wharf Chambers co-op with members and audiences.
— Maintaining social media presence (Facebook, Instagram, twitter) and Wharf Chambers' mailing list.
— Maintaining a Wordpress website with up to date event information alongside other updates.
— Creating a monthly email newsletter.
— Liaising with other WC working groups, especially the bookings collective.
— Interacting with and developing relationships with other organisations / collectives / groups.

Essential
— Good English language written skills.
— Reliability and self-motivated approach to completing work.
— Excellent organisational skills.
— Excellent attention to detail.
— Ability to work to tight deadlines.
— A deep understanding of and active commitment to equal opportunities.
— Good working knowledge of social media platforms (Facebook, Instagram, Twitter) and digital communication platforms (Mailchimp)
— Working knowledge of some of the following InDesign, Photoshop, Wordpress, Google Suite.

Desirable
— Experience or a keen interest working in a co-operative structure.
— An ability to create graphics for marketing purposes.
— Working knowledge of GDPR regulations.

How to apply:

Send a CV detailing your experience (paid or unpaid) and covering letter stating why you are interested in this role and how your skills and experience are suited to its requirements; to info@wharfchambers.org

If you'd like to discuss the position or application procedure please feel free to email us in advance of your application.

Equal opportunities

We welcome applications from people of colour, individuals from ethnic minority or low-income backgrounds, disabled people, people who identify as LGBTQ+ as well as those who are currently underrepresented in our organisation.