

Job Description

Job title:	Communications Officer
Hours:	37.5 hours per week
Salary:	NJC scale 26 £21412 (pay rise pending)
Pension:	Contribution equivalent to 5% of your salary to your personal pension scheme
Holiday entitlement:	25 days per annum, plus Bank Holidays
Location:	Central Leeds
Reporting to:	Co-Director

This post is available as a job share

Summary of Overall Responsibilities:

Carplus is looking for an enthusiastic and experienced person with excellent written and verbal communications skills to support the work of the Co-directors to promote and support the development of car clubs. In particular s/he will work on the delivery of a multi-faceted communications programme from events through to electronic newsletters.

Background

Carplus is a "not for profit" organisation which works with communities, local authorities, private sector and partner organisations to support responsible car use. We offer information and support to those developing car clubs schemes, as well as acting as a network linking interested parties.

For more communications see www.carplus.org.uk.

Tasks and responsibilities

External liaison

1. Responding to non standard enquiries on responsible car use on the telephone or face to face and supporting the administrator with standard enquiries.
2. Working with the development team to support those interested in setting up car clubs.
4. Managing the yahoo discussion group, and e-group
5. Contribute to the Advisory group discussions

Information gathering and dissemination

6. Research into, and collation of information from existing and developing responsible car use projects across the world to keep abreast of developments, produce case studies and establish best practice
7. Daily news gathering and dissemination to staff and the weekly e-group bulletin.
8. Liaison with other staff members to co-ordinate the research, development and information aspects of the organisation.
9. Managing the maintenance of the communications, including the websites (www.carplus.org.uk and www.carclubs.org.uk) and development of e-newsletters, guidance documents and marketing materials in conjunction with the Co-director.
10. Working with the team to collate and analyse statistics on web hits, membership growth and bay locations using existing systems of collection and dissemination

Events

11. Taking a lead role in the preparation of events and liaising with relevant external organisations
12. Attending exhibitions and events to promote responsible car use and gather communications on sustainable transport initiatives, either in conjunction with other staff or alone.
13. Preparing and delivering presentations at Carplus and external events

Media promotion

14. Responding to enquiries from the press and broadcast media
15. Preparing and distributing press releases for Carplus in conjunction with the Co-directors.

Administration / general

16. Supporting the administrator in the smooth running of the office
17. Other duties as required by the line Manager and members of the Board

Person specification

Essential Requirements	Desirable Requirements	Communications obtained by
Skills and Knowledge		A: Application I : Interview T: Test
Administration and organisational skills		A / I / T
Excellent verbal and written communication and customer service skills	Presentation skills	A / I / T
Awareness of environmental issues	Knowledge of transport issues from an environmental perspective	A / I
Good team working skills		A / I
Ability to take the initiative and work with limited supervision		A / I
Time management skills and the ability to work systematically		A / I / T
Good attention to detail to ensure accuracy		A / T
Experience, Qualifications and training		
A level qualifications		A
Experience of collecting and collating maintaining information materials and data		A / I
Experience of updating databases and editing website pages		A / I
Experience of producing communications materials		A / I / T
Experience of working in a busy office and juggling many tasks		A / I
Experience of working with local government or voluntary sector organisations	Experience of dealing with a variety of contacts eg: press, business, local government, and transport/ environmental organisations	A / I
Other aspects		
	Willingness and ability to travel within UK	A
	Willingness and ability to attend occasional out of hours meetings	A
Willingness to adhere to and support an equal opportunities policy		A
Willingness to adhere to and support an environmental policy		A

If you require further information please call Antonia Roberts on 0113 234 9299, or email us at antonia@carplus.org.uk