

## **WAMES Communications coordinator role description**

This new role offers the opportunity to plan and implement a communications strategy for WAMES, the Welsh charity which represents and supports people affected by the neurological condition of ME, and CFS.

Accurate, well presented information is central to the work of WAMES. This important role will enable WAMES to continue to challenge the misinformation and discrimination experienced by people affected with these conditions, to improve knowledge and change attitudes amongst the general public, service providers and media. For those experiencing ME or CFS, carers and families - approximately 13,000 families in Wales - we provide vital support and information services which can enhance their quality of life.

You would be based at home, but working with, and responsible to the management team (all also volunteers) for building a team of volunteers and overseeing a strategy to take our communications to the next level, increase awareness of our charity and transform the way we inform and engage our supporters.

### **Communications team activities include:**

- develop our bilingual online presence via our website, Facebook and twitter
- maintain & co-ordinate the newsblog with FB and twitter
- website management, ensuring all content is relevant, correct and up to date as well as analysing the usability, development of new IA and new journeys through online information and content.
- produce regular Magazine
- develop house style and possible rebranding
- design and plan information leaflets
- plan leaflets & posters to support awareness campaigns
- seek out online ways to raise awareness
- encourage a wide range of volunteers to get involved
- ensure volunteers are trained and supported where appropriate
- develop a team approach to work tasks

The opportunity may be available to try part of the role before committing or to share the role with another. WAMES is happy to discuss options.

### **Useful skills**

- IT and design experience, including wordpress, social media and e-comms
- team leadership skills - be able to inspire and mentor a wide range of people, both in person and via phone and virtual means
- good communication skills
- online writing and editorial skills with an ability to adapt their writing style to the house style
- be flexible and willing to learn new skills
- opportunity to use Welsh language

- an empathy with people with a medical condition and/or carers and an understanding of their needs
- a flexible and non-judgemental approach to people and work
- ability to deal with information in a confidential manner and respond with sensitivity;
- good organisational skills and the ability to manage a variety of tasks
- a willingness to learn about ME and the principles underlying WAMES' work

### **Requirements**

- ✓ Police check to work with children and/or vulnerable adults
- ✓ Required to use own vehicle or public transport if travel is necessary
- ✓ Required to use own vehicle insurance
- ✓ Required to use own IT hardware but some software may be available
- ✓ Age 18+

### **When?**

Much of the work of the coordinator's role can be done at any time. It will be necessary to join occasional Skype team meetings on a Saturday morning and arrange contact with prospective volunteers at a time suitable to them.

*Minimum hours expected per week: 3hrs*

*Minimum period of commitment of 2 year to allow time for orientation and training.*

### **WAMES will:**

- organise induction & suitable training
- pay agreed expenses

### **Process**

*Selection procedures:* ✓ Application form ✓ Informal interview

*Selection details:* References & DBS check may be required.

**More information:** [www.wames.org.uk](http://www.wames.org.uk)

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