



SSB Hub Facilitator - We're Hiring!

Could you help us communicate information about climate and nature and engage with our community better?

Applications Close 10th November 2023

Pay: Freelance basis with hourly rate of £14

Hours: Approx. 12 hours per week (subject to funding)

Location: Must be based in South Brent but role is working from Hub or home with flexible weekly hours

Responsible to: Board of Trustees

Start Date: Negotiable

Summary: To communicate information about our projects, events and activities. To raise awareness, engage with our community and help ignite action for climate and nature locally. This role is for an initial period of 6 months from January to June 2024 and will depend on future fundraising.

The job role: Our plans, projects and ambitions are growing – and so is our workload! It's time for us to build some capacity within our team to help us have the biggest impact we can for climate and nature in our local area. This role will work alongside the Project Coordinators and Trustees to help effectively share news, updates and information about Sustainable South Brent, our projects, events and activities. You will communicate across a range of platforms including our mailing list, our website, our social media platforms and other publicity channels both printed and digital.

The ideal candidate will be an advocate for sustainability, carbon reduction and nature regeneration. They will be an excellent communicator and ready and willing to use their skills to inspire action for climate and nature locally. They will have resilience and determination to meet the challenges of the future and to help share achievable, local solutions in a positive and engaging way.

Key Duties and Responsibilities:

- To promote activities, events and projects online to ensure our reach is as wide as possible. To produce interesting and informative graphics that raise awareness of various themes relating to sustainability and solutions.
- To help maintain our website and keep it current with upcoming events and project updates. To write blogs for our website about our various projects or wider sustainability themes.

Sustainable South Brent, The School House, South Brent Old School Community Centre,
Totnes Road, South Brent, Devon TQ10 9BP

Company Number 7309926; Registered Charity No. 1145553



- To produce regular newsletters using Mailchimp.
- To share wider campaigns to amplify action and existing projects.
- To attend in person events and activities to help promote SSB and to advocate for local action on climate and nature.
- To communicate with a wide range of people including other organisations and networks, local government councillors and officers, volunteers, activists and attendees at events.
- To work with Trustees and Project Coordinators to support and develop events and activities where appropriate, such as administrative tasks and outreach activities.
- Other duties may be delegated depending on experience.

Key Skills

Must have...

Able to work on a freelance basis with access to your own laptop, software and with your own insurance. Able to use Canva and have a good understanding of how to create eye-catching and impactful graphics. A good working knowledge of Instagram and Facebook. A good understanding of email marketing and ability to use Mailchimp. Excellent written communication skills that can engage a variety of audiences and stakeholders. Good attention to detail. Able to manage eventbrite. Able to work independently, flexibly and manage your own workload. A commitment to cooperation and teamwork with the rest of the SSB Trustee Board and wider group of volunteers. Knowledge of the climate and ecological crisis, current environmental campaigns and solutions. A passion for sustainability as well as a love for our local environment and the South Brent community.

Good to have... Working knowledge of website platforms– although training can be given. Basic video editing skills. Knowledge of local action and policy on climate and nature, as well as knowledge of key organisations working within Devon and nationally. Understanding of climate science, the circular economy and waste reduction initiatives, biodiversity decline and nature regeneration.

To apply for this position please send your CV and a covering letter - addressing the points in this job description to Jane Nichols on info@ssb.org.uk

Closing date: **10th November 2023.**

If your application is selected there will be an informal interview **week commencing 13th November 2023.**

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