

Admin & Social Media Manager

4theRegion

Salary £18,525 per annum or £9.50 per hour

Full time, part time or flexible hours

Connecting People, Supporting Changemakers and Enabling Collaboration for South West Wales

4theRegion is an independent, not-for-profit alliance of people, businesses and organisations who care about the future of South West Wales and want to help our region flourish. We bring together people who want to make good things happen, connecting people, sharing good news, running events, facilitating conversations and leading projects in six priority areas:



BUY REGIONAL



DEVELOPMENT & INVESTMENT



CIRCULAR ECONOMY



DESTINATION & TRANSPORT



WELL-BEING REGION



CREATIVE ECONOMY

As a small, entrepreneurial and passionate team, we are making a big impact, creating space for positive, empowering, collaborative conversations about what's important, and then working with people, businesses and communities to make change happen. We are looking for proactive, enthusiastic and capable people to join our mission - and the role of Admin and Social Media Manager will be key to our continued success.

Social Media

We want to do a better job of getting our messages across to likeminded people in South West Wales with personality and enthusiasm, keeping our members up-to-date, attracting new ones, and sharing insights and news across our social media platforms. This role will suit someone who enjoys engaging with people and building relationships on social media.

Administration

We also need to run a slick and well organised back office, keeping on top of calendar management, database admin, invoicing and book-keeping, and managing documents via Google Drive. This role will support the day-to-day running of the organisation with event support, online research, writing letters and keeping tidy records

Job Description

Administration

- Calendar management - booking in meetings, arranging appointments;
- Maintaining our CRM (customer relationship management) system, keeping contact details up to date, sorting and filtering contacts, removing duplicates etc (training provided);
- Day to day book-keeping using Xero and Google spreadsheets;
- Sending invoices, chasing payments (training provided);
- Familiar with Google Drive, Google docs etc;
- General executive support to the Directors.

Communication

- Excellent written communication - able to write professional letters, blog posts, and event invitations;
- Proofreading and text editing;
- Mailchimp - assisting with regular email newsletters (training provided);
- Carrying out telephone surveys with members and partners;
- Taking minutes / notes at meetings - writing these up for circulation;
- Personalised outreach to potential new members via LinkedIn, email, telephone etc.

Research

- Online research on given topics / sectors;
- Identifying leads / potential partners in the region;
- Mapping networks, supply chains and relationships to build our databases.

Events

- Helping plan and organise events - eg venues, catering, room setup, name badges, sign-in desk;
- Setting up virtual events on Zoom & Eventbrite;
- Scheduling meetings.

Networking & Social Media

- Attending events on behalf of 4theRegion, building local relationships;
- Building relationships on social media and in real life;
- Posting and engaging regularly across all major social media platforms;
- Friendly and confident demeanor;
- Excellent spelling and grammar - attention to detail.

You will be someone who:

- Likes building relationships and working in collaboration;
- Is a positive advocate for South West Wales;
- Is organised and comfortable keeping records and managing databases;
- Is a confident IT user, quick to pick up new software and platforms;
- Is able to manage their own workload and work independently;
- Is happy to work as part of a very small team to get things done;
- Has a friendly, upbeat and confident manner;
- Knows what it means to be passionate and purpose-driven at work.

You don't need any special experience and full training will be provided. This could be your first job or the next step in your career. What you do need is an appreciation for communication, good IT confidence, and a strong desire to see us succeed in our mission.

Place of Work

Location is flexible but you will be living somewhere in South West Wales and able to work from our office at Swansea Train Station as and when needed (when safe and legal to do so), with the freedom to work from home if you wish.

Start Date & Hours of Work

This job will start in or before September 2021. We are happy to discuss a working pattern that suits you. This could be a full time post, 37.5 hours per week, Monday to Friday. Or it could be a more part time / flexible position. You may occasionally need to attend some meetings in the evenings, in return for *time off in lieu*. Start and finish times can be flexible.

If this sounds like you, or mostly sounds like you, please submit your application via the online Application Form at https://bit.ly/Admin_apply, outlining why you think you're the right person for this role, when you would be available to start, and a brief CV detailing employment and/or life experience. Shortlisted candidates may be invited to give a presentation to a small interview panel outlining what you understand the role to be and why you are the right person for the job.

Updated application deadline: 9am 16th August 2021 via the online application form:
https://bit.ly/Admin_apply



ZOE ANTROBUS & DAWN LYLE | CO-FOUNDERS

"We look forward to meeting you and hearing what interests you about this role! We started 4theRegion because we love where we live and want to help our region flourish. South West Wales has everything: amazing people, renewable energy, agriculture, coastline, community, a fantastic range of businesses and opportunities across a wide range of sectors. We were fed up with the constant negativity and saw there was a big job to do in

bringing people together to celebrate where we live, shout about the opportunities available, learn from each other from across the counties, and bring about positive change for our economy, our communities and the planet. We've built an alliance of positive, progressive businesses and organisations from across South West Wales who are working together to shout about the good stuff and make a positive contribution."

For your reference:

<https://www.4theregion.org.uk/>

<https://www.4theregion.org.uk/about-us/>

<https://www.facebook.com/4theRegionSouthWestWales>

<https://twitter.com/4theRegion>

<https://www.instagram.com/4theregion/>