



## Job description

**Position:** Content manager  
**Location:** Bristol/London  
**Contract:** ~24hours a week

### About Common Seas

Common Seas is a not-for-profit enterprise on a mission to quickly and significantly reduce the amount of plastic produced and stop it polluting our rivers and seas. Our global team works across government, business and society to leverage change by driving new policy, investing in the circular economy and catalysing a cultural shift in how we make, use and dispose of plastic.

### We're looking for

We're looking for an outstanding Creative Content Manager to join our team. This is a crucial, hands-on role, with lots of room for development and impact. You'll be responsible for sourcing, creating, managing and maintaining content from across our organisation to help us achieve our mission and communication goals. You'll also oversee our social media presence, sharing content to raise brand awareness, build strong relationships with our audience and bring in opportunities.

Our ideal candidate is an experienced professional with strong writing skills (ideally journalistic) and an eye for design. You should be a self-starter, perform well under deadlines and pay attention to detail. If you also have experience in online marketing, we'd definitely like to meet you.

### Job Description:

- Bridge the gap between Common Seas HQ, programme teams and in-country teams, ensuring that everything we're doing feeds into our wider communication strategy.
- Work with the team to manage and execute our editorial calendar – from twitter and Instagram, to our blog and newsletters.
- Represent Common Seas on a wide range of social channels – replying to comments, and identifying and passing on opportunities to relevant team members
- Come up with creative ideas for content marketing – and be confident in managing their execution.
- Support the team to write, edit, design, coordinate and implement engaging social media content (Instagram, Twitter, Facebook, LinkedIn). Help promote content.
- Streamline, optimise (or reinvent!) our existing content systems and processes.
- Manage the Common Seas website, curating and producing regular content.
- Adopt and protect the CS tone of voice.
- Produce a quarterly email newsletter and develop a readership.

- Support production of campaign materials, such as flyers, brochures and workshop materials.
- Develop and maintain an informed awareness of relevant topics to effectively carry out the job.

#### **Job Requirements:**

- Creative and visual – you'll be comfortable creating quick graphics to support content
- A good understanding of the plastic pollution crisis and an appetite to learn more
- Work experience as a content manager, or similar
- Experience with MS Office
- Experience with online tools – such as slack, buffer, planerly, canva etc.
- Basic technical knowledge of HTML and web publishing
- Basic knowledge of SEO and web traffic metrics
- Ease and confidence with social media
- Excellent writing skills in English
- Attention to detail
- Good organisational and time-management skills
- Degree in Journalism, Marketing or relevant field
- Ability to work independently with limited supervision. Able to routinely cope with multiple competing priorities and varying workload.
- Ability to work professionally and collegially within a creative and agile team that demands accuracy and dedication.
- Storytelling ability, including design and use of visuals like images, graphics, and video to reach and engage target audiences.

#### **Timing:**

#### **How to apply:**

If you think this sounds like the perfect role for you, please send a copy of your CV and a one-page cover letter outlining your suitability for the job to [jasmine@commonseas.com](mailto:jasmine@commonseas.com)