



## Job description

### Digital Content Manager

<b>Contract:</b>	Full time, permanent	<b>Reports to:</b>	Head of Communications
<b>Location:</b>	Min, two days a week in Totnes, Devon.	<b>Salary:</b>	£30 - 34,000 plus benefits

#### About Common Seas

Common Seas is a social enterprise on a mission to quickly and significantly reduce the amount of plastic waste produced and stop it polluting our rivers and seas. Having established ourselves as both a global thought leader and a highly practical actor in the plastic pollution space, we are now at an extremely exciting stage of growth – we need someone to jump aboard and help raise the profile of our work.

#### What we're looking for

We're looking for someone to work across the Common Seas network to manage our high-profile digital media accounts - sourcing, creating, and scheduling content as well as connecting with our online audience to help us achieve our mission, raise brand awareness and build a strong digital presence. This person must be a real digital whiz, with a talent for storytelling and a great interest in ocean conservation and plastic pollution.

Our ideal candidate is an experienced professional with strong writing skills and a keen eye for design. You should be a self-starter and pay excellent attention to detail. This is a hands-on role, with lots of room for development and impact.

#### Role Description

- Create and deliver a calendar of digital media content across our online accounts - Twitter, LinkedIn, Instagram, blog.
- Day to day management of social media accounts, responding to messages and comments whilst relaying interesting opportunities to the team.
- Investigate and curate a weekly news bulletin to help keep the internal Common Seas team up to date and inform our digital content.
- Create a constant dialogue with our in-country teams to help share their stories with the world whilst adopting the Common Seas tone of voice.
- Come up with creative ideas for content marketing and be confident in managing their execution – often drafting in and working with external team members e.g designers and web developers.
- Work with team members to write, edit and design content to populate our social media calendar.
- Manage and maintain the Common Seas website, producing regular content for the blog and updating the programme and country pages when needed.
- Produce a brilliant quarterly email newsletter and continue to extend our readership.

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

### Job Requirements

- Digital whizz, with at least two years' experience in managing and growing social media accounts.
- Experience in project management and coordination.
- A brilliant storyteller with creative writing experience, great attention to detail and a keen eye for design – a bit of an all-rounder.
- A good understanding of the plastic pollution crisis and an appetite to learn more.
- Experience with MS Office tools – Outlook, Excel, Word, PowerPoint.
- Experience with relevant digital and organisational tools – Slack, Trello, Airtable, Later.com, Mailchimp, Canva etc
- Experience with Adobe Creative Suite would be preferable.
- Basic technical knowledge and experience with website management and publishing.
- Basic knowledge of SEO, web traffic metrics and paid social media advertising.
- Process driven with organisational and time-management skills.
- A degree in Journalism, Marketing or another relevant field.
- Ability to work independently with limited supervision and can cope with multiple competing priorities and a varying workload.
- The ability to work professionally and collegially within a creative and agile team that demands accuracy and dedication.

### How to apply:

If you think this sounds like the perfect role for you, please:

1. Save your CV and a one-page cover letter outlining your suitability for the job **as one PDF document**
2. Email your PDF to [recruitment@commonseas.com](mailto:recruitment@commonseas.com) with your {Full name} and {Application Job Title} as the subject line.

Please also specify your starting date availability and current location.