



Job description

Digital Content Manager (Communications Manager)

Contract:	Full time, permanent	Reports to:	Head of Communications
Location:	Minimum 3 days a week in Totnes office (Devon), remaining 2 remote	Salary:	£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 whizz, 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 role and specifying your availability) as **one PDF document**
2. Email your PDF to recruitment@commonseas.com (with your {Full name} and {Digital Content Manager, Communications Manager} as the subject line) by **Monday 31st January 2022**. **Please note: if we find a suitable candidate before then, we will close submissions sooner.**