

# Vacancy Information - Future Jobs Fund

18 to 24 -   
Hotspot -

If Hotspot please give postcode for areas:

jobcentreplus

## Bidder Information **NOT THE EMPLOYER**

Contact Name: Kelly Brotherhood  
Position: Project Development Manager  
Address: The Wildlife Trusts  
The Kiln  
Waterside  
Mather Road  
Newark  
Nottinghamshire  
Post Code: NG24 1WT  
Telephone: 01636 670074  
Fax:  
Provider Reference/number: FJF-2009-07-175-N-EXT  
No. of Employees:  
Disability Symbol user? Yes/No  
Provider Record no:  
Type of Business: Charity

## Employer Details

Name of Employer (if different from Bidder): Warwickshire Wildlife Trust  
Contact Name: Jen Jones  
Position: Education and Training Manager  
Address: Brandon Marsh Nature Centre  
Brandon Lane  
Coventry  
Post Code: CV3 3GW  
Telephone: 02476 302912  
Fax: 02476 639556  
Provider Reference/number:

## Vacancy Details

Job Title: Marketing and Media Assistant  
Number Required: 1  
Start Date: Interview date: Thursday 26<sup>th</sup> August.  
**Start date: Monday 6<sup>th</sup> September**  
Days/Hours to be worked: 25 Wage: £3.57 per hour aged 16-17, £4.83 per hour aged 18-21, £5.80 aged 22 years and above.  
Increase 01/10/10  
Referral Arrangements (if other please state below): Jobcentre Application to Employer Duration: 6 Months  
Application forms to be sent via JCP to Jen Jones

Placement/Job Description:

**The job:**

- To assist with marketing the Wildlife Trust
- To assist with developing social networks
- To assist with the Web site
- To support the work of volunteers
- Desirable skills IT literate and able to talk about wildlife
- Transferable skills specific to job - update web site, use web to undertake research, understand basic marketing principles - i.e. customers, profiles, and messages
- Assist with member ship recruitment
- Assist on and help organise events
- There will also be a mini project to complete over the 6 months- using the practical experience gained of using new media to communicate with chosen audience to give chosen message to create desired action.
- Prepare reports as and when necessary

**Knowledge**

Some current environmental and wildlife awareness or  
A passion for wildlife

**Skills**

- Experience of using social networking sites i.e. Face book etc. Awareness of what Twitter, blog, forum, text alerts, UTube.
- An open and enthusiastic approach to marketing
- Ability to work with volunteers
- Good communication skills (both written and oral)

**Training**

Full induction training and any on the job training required to fulfil this role will be given and an opportunity to undertake John Muir Award with support from trained staff  
There will be a mini project to complete

**Abilities**

To work with enthusiasm under pressure  
To recognise and manage priorities  
To work on own initiative and as part of a team  
To delegate activities to volunteers  
To be computer literate  
To work outside in all weathers  
To have access to appropriate travel arrangements to and from place of employment

Additional information/Person Specification:

No of references required: 2

For Jobcentre Plus use Only		
	Name	Date
LMS Updated (under 24)		
LMS Updated (over 24)		