



j u b i l e e

47b Glenarm Road, Larne, Co. Antrim, Northern Ireland BT40 1DT

Digital Marketing & Administration Coordinator

Reporting to: Managing Director

Hourly rate: £9.60 per hour

Hours of work: 7 per week

Organisation description

Formally established in 2017, Jubilee Community Benefit Society is a Christian and cooperative creation care organisation working for the benefit of a geographical community of all backgrounds and beliefs, the town of Larne, the surrounding area of East and South Antrim, a community of interest, and the churches of Ireland. We define creation care as environmental and agricultural stewardship that incorporates flourishing and fairness, welfare and wellbeing. In seeking to implement this holistic vision, our mission is to practice and promote care farming, community-supported agriculture (CSA), and conservation education and engagement. Visit www.jubilee.coop for more information.

Project description

In purchasing and developing Jubilee Farm, the first community-owned farm in Northern Ireland, we aim to produce a range of high-quality, certified-organic food that is healthy, humane, fair, and sustainable while also providing a series of care farming, conservation education, and engagement services that inspire, inform, and benefit those who take part in them. The digital marketing and administration coordinator will be responsible for communication, marketing, organisation, and advertising that will keep *Jubilee Farm* running from the inside out. They will be working alongside the managing director as well as interns and volunteers within the organisation. The role will be part-time one day a week. Jubilee Farm's 5-year Business Plan is available at www.jubilee.coop/shareoffer.

Role description and requirements

The digital marketing & administration coordinator role will involve:

- Designing and assembling a monthly email newsletter and quarterly creation care email digest
- Creating event advertisements for newspapers, magazines, websites, etc.
- Managing and updating the *Jubilee* website and social media pages
- Communicating with customers, Society members and other stakeholders via email, social media, post and telephone
- General administrative duties, including the uploading of receipts to our bookkeeping software
- Additional administrative support to Managing Director as and when required.
- Contributing to the overall organisational effectiveness and to perform any other duties as deemed appropriate by the Managing Director

Essential criteria:

- Qualification in marketing, communications or equivalent
- Experience using social media in an organisational setting
- Experience using design software such as Canva or equivalent
- Experience using marketing software such as Mail Chimp or equivalent
- Basic digital design experience
- Willingness to work within *Jubilee's* Christian ethos

Desirable criteria:

- Undergraduate or postgraduate degree in marketing, communications or equivalent
- Professional employment in marketing, communications or equivalent
- Experience of working with agricultural, environmental or community topics and themes
- Experience of working with bookkeeping software

Application

Please send a 2-page CV as well as 1-page covering letter to mail@jubilee.coop detailing how you meet the requirements of the role and why you are interested in the role by **5:00pm Wednesday 28 November 2018**. The CV must include the details of 2 referees, including your current or most recent employer. References will be taken from all candidates invited to interview.

Interviews will be held on Friday 7th December 2018 in Larne, Co Antrim if the applicant is based on the island of Ireland, or by Skype if the applicant is not based on the island of Ireland. The role will begin on Wednesday 9th January 2019.

For more information, contact Dr. Jonny Hanson via jonny.hanson@jubilee.coop

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