



Children's Laureate Wales launch at Jubilee Park Primary School, Newport

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Communications & Marketing Assistant

6 month fixed term contract, full time (37 hours), to start as soon as possible

Salary: £20,000 - £23,000 pro rata

Location: Cardiff

Closing Date: Wednesday 6 November, 5.00 pm

Interviews: Monday 18 November 2019

Literature Wales – About us

Literature Wales is the national company for the development of literature. Our vision is a Wales where literature empowers, improves and brightens lives. Our aim is to **inspire communities, develop writers, and celebrate Wales' literary culture.**

We are a member of the **Arts Council of Wales' Arts Portfolio** and are one of eight **National Companies** which also includes the BBC National Orchestra Wales, Ffilm Cymru Wales, National Dance Company Wales, National Theatre Wales, Theatr Genedlaethol Cymru, Wales Millennium Centre and Welsh National Opera. Literature Wales **works in Welsh, English and bilingually across Wales.** We have offices in Llanystumdwy and Cardiff. Our patron is Sir Philip Pullman.

Inspiring communities | Developing Writers | Celebrating Wales' literary culture

A day in the life of the Marketing and Communications Assistant

During your working day you will multitask; from coordinating digital content for the website and social media, to design work, translation and creative writing. You will also create marketing and promotion plans, newsletters and internal communication updates.

Some days, you will support the Communications Manager with creative planning and the development of new and existing initiatives. You will also coordinate activity and events, and will support the wider team with the organisations' flagship projects.

The Marketing and Communications Assistant will deal with general enquiries and will also represent Literature Wales at meetings, and at networking opportunities across the literary and art sector. Much of our work requires innovative thinking, attention to detail and good people skills.

We are a friendly, creative and committed team that works in Welsh, English and bilingually across Wales. Our offices are based in Llanystumdwy and Cardiff.

About the Role

The Communications and Marketing Assistant will work from our office at the Wales Millennium Centre. You will be responsible for **coordinating Literature Wales' social media and website** content, in both Welsh and English, with the **aim of increasing the organisation's profile and reach**.

This role **assists and supports the organisations' annual programme of activity** and includes **marketing, copy writing and drafting press releases**, as well as event coordination and artist and partner liaison.

The Assistant will also **support developments and updates to the Writers of Wales Database** and will lead on creating and coordinating content for the organisations' **internal and external newsletters**.

The Marketing and Communications Assistant will:

- Create and implement a Social Media Communications & Marketing Plan for the organisation
- Lead on coordinating new, ongoing and exciting content for Social Media and the Literature Wales website
- Write, edit, translate and proofread copy and digital content, in Welsh and English, such as news stories and press releases
- Undertake design work to promote activities and projects using Adobe Photoshop and Canva
- Support the Communications Manager with media-related matters
- Support developments to; and new content for the Writers of Wales Database
- Support colleagues by arranging, promoting and communicating organisational activity, objectives and impact
- Evaluate and monitor the impact of activity and digital content
- Identify new projects and initiatives that reflect Literature Wales' strategic vision and activity plan
- Any other tasks as required by the organisation

Reporting to:

- Communications Manager

Suitability for the role

The successful candidate will have the following skills, experiences and characteristics:

- Excellent written and verbal communication skills in Welsh and English, and the ability to translate from one language to another
- The ability to coordinate and write copy e.g. press releases and news stories
- The ability to administer and create content for social media
- Experience or awareness of the marketing field and/or public relations
- The ability to coordinate projects, activity or events
- Excellent organisation skills, attention to detail and the ability to work under pressure
- The ability to think creatively and a positive attitude to collaboration
- The flexibility to occasionally work unsociable hours

Full driving licence and access to a car is also desirable for this role.

How to apply

1. Please **read** the above job description and suitability list carefully. Also, please read the Literature Wales Strategic Plan for 2019-2022 [here](#).
2. Please **write an application letter** of no more than 2 pages of A4 or **create a video application** of no more than 5 minutes (both formats are acceptable and of equal value). Please let us know **why** you are interested in the post, and **how** you are eligible to undertake the requirements of this post, e.g. do you have experience or qualifications, or a specific interest in elements of the post?
3. Send the following to post@literaturewales.org by 5.00 pm on **Wednesday 6 November 2019**:
 - Your application letter or video;
 - Your CV (of no more than three A4 pages) and the details of two referees who know you in a professional context. We will only contact referees after an offer of employment has been accepted;
 - The Literature Wales Equality and Diversity Form (available [here](#)).

What will happen next?

We will assess the applications and invite successful candidates to interview at the Literature Wales office in Cardiff Bay on Monday 18 November. There will be three people on the interview panel representing the Literature Wales staff and Board of Directors. A short creative task will follow the interview, and the task outcome will be assessed alongside the interview. Although this will be a formal interview, we will try to ensure that each candidate is comfortable with the interview process. If the interview process causes you any concern, please let us know in advance and we can arrange an informal meeting or chat in a location of your choice with Branwen Llewellyn, Communications Manager, before the interview.

Please feel free to contact us to discuss the post in advance, or to ask for more information. Please call 029 2047 2266 to speak with Branwen Llewellyn or e-mail her directly on Branwen@literaturewales.org

We will contact all the candidates with the outcome of the interviews by Wednesday 20 November.

Our recruitment policy

Literature Wales is part of the [Weston Jerwood Creative Bursaries](#), which support arts organisations to expand their approach to diverse recruitment and talent development. We are committed to welcoming candidates from a wide range of backgrounds, which includes assessing applications partly based on potential strengths. If you would like to apply for this post but are uncertain whether you have sufficient experience, please contact us for an informal chat.

Literature Wales is a registered charity that works with the support of the Arts Council of Wales and the Welsh Government.