

Publicity & Recruitment Officer: Incredible Edible Consultancy Position

1. Consultancy terms

Consultancy period: Temporary contract for 40 hours between February to April 2018.

Fee: £600 (£15 per hour). Invoicing schedule to be agreed.

Location: Home-based

Scope:

Incredible Edible have been awarded a grant from the European Social Fund by Oxford City Council to deliver a programme of horticultural, sustainable building and agroecology courses with young people at risk of becoming NEET (not in education or unemployment) and people who have been long-term unemployed. We are looking for temporary consultants to support the delivery of this piece of work.

Responsibilities:

- Using online media such as social media, website and newsletter to publicise the training opportunities.
- Placing adverts for training opportunities online and in print media.
- Coordinating press releases to publicise opportunities in print media
- Liaising with other organisations such as the Job Centre, local support services and organisation to promote the training opportunities.
- Responding to enquiries from potential trainees.
- Ensuring all publicity materials acknowledge the funders (Oxford City Council and European Social Fund).

2. Criteria

We are looking for the following criteria in the person qualifying for this consultancy:

- Experience in online marketing using use of social media, newsletters and website.
- Experience coordinating press releases and other marketing in print media.
- Experience in working with partners or building relationships with other organisations.
- Ability to work independently and be self-motivated.
- Ability to communicate well with people from a range of backgrounds.

3. How to apply

Please submit the following before the **deadline of 5pm 13/12/17**:

- A CV outlining your previous work experience and two professional or character references.
- A covering letter explaining how you meet the person criteria

If your application is eligible you will be invited for an interview to further discuss your suitability for the role. Please keep the **date of 15/12/17** free for this meeting in case you are invited to meet.

Please email your application to: courses@edibleoxford.org . If you have any queries, please contact: Rachel Hammond 07970 780514