



Welsh Refugee Council Job Description

- Job title:** Website Content Creator
- Report to:** Head of Communications and Engagement
- Salary** **£14.40 per hour.**
- Location:** Working from home. If you should like to work from our office, then this will be either be our Cardiff or Newport office.
- Duration** **2-months fixed term contract.**
September - October 2022.
- Hours:** 35 hours per week - full time post
Normal office hours are 9:00 to 5:00pm but this role may involve some agreed occasional out of hours' activity and very occasional working away from the office.
- Benefits per annum (to be pro rata):**
- 25 days leave, increasing by 1 day per annum to a max of 30 days
 - Up to 2 days paid volunteering leave
 - Up to 3 days paid carers leave
 - Up to 5 days paid study leave
 - Access to company paid counselling support.
 - Staff led Wellbeing Group; with activities such as fitness dancing, team building quiz events, yoga, and regular weekly Staff Room Chit Chats held virtually during Covid.

We are the Welsh Refugee Council

You will be joining us at an exciting time in our journey, helping us and the sector to support those who are forced to seek safety. With over 32 years' experience, we are trusted by the communities we serve and are seen as the lead organisation in Wales for sanctuary seekers and refugees.

We are proud that during the Coronavirus pandemic we adapted our services and were able to grow our income significantly. None of our staff were furloughed and this is testament to

the adaptability of our staff, the demand for our services and the inequalities that persist in society- that require amazing people to do something about it.

Purpose of the Post

We are looking for an organised self-starter who will support us, over a two-month period, to: edit existing website content, write new content, and identify and track website changes.

You will be working alongside our in-house website developer, who will upload your content and edits. You will be reporting to our Head of Communications and Engagement, who will oversee your workload.

You will have:

- Excellent writing and editing skills.
- An ability to communicate complex information in a clear and engaging way.
- You'll have high attention to detail with impeccable grammar and excellent proof-reading abilities
- Desire to work in a fast-paced, high-volume, deadline-oriented environment
- Self-starter with the ability to work independently, as well as a valuable member of a team.
- You will be open, honest and direct. Comfortable in giving and receiving constructive feedback.
- High personal standards and be willing to promote them in others.
- A creative personality, with the ability to promote creativity in other team members.

Main Duties and Responsibilities

Website

- You will research, create, and deliver high-quality content according to specified deadlines.
- You will track writing and editing production work daily, in our in-house project management system.
- Producing web pages and writing content for our website.
- You will edit the work of peers, where relevant.
- Liaise with translators, to make sure content is uniform across all website pages.
- You will use Canva to design any relevant content to be uploaded.

Communication

- You will be expected to virtually attend project and team meetings with the Communications and Engagement team and update on your progress.
- You will communicate with WRC colleagues, across departments, to create relevant website content.
- Brainstorm new creative additions to the website with the Head of Communications and Engagement.

Person Specification

When completing your application- please ensure you provide **examples** of how you meet the essential criteria listed below. You may also want to evidence or reference some of the desirable criteria.

Applicants that do not reference how they meet the essential criteria will not be invited to interview.

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of researching and creating high-quality written copy. • Experience of tracking, writing, and editing production work. • Experience of producing web pages and writing content for our website. 	<ul style="list-style-type: none"> • Lived experience as a Refugee to bring added insight to our understanding. • Experience of working with Sanctuary Seekers and Refugees.
Knowledge	<ul style="list-style-type: none"> • Knowledge of Microsoft Office suite. • Knowledge of how to design on Canva. • Knowledge of WordPress. 	<ul style="list-style-type: none"> • Knowledge and understanding of the asylum and resettlement process in the UK. Knowledge of issues affecting people seeking sanctuary and people with refugee status and of local refugee and asylum seeker provision in Wales
Skills	<ul style="list-style-type: none"> • Excellent standards of written and spoken English including strong editing/proofreading skills and attention to detail. • Confidence to contribute to meetings and put forward creative ideas. • Excellent organisational and project management skills. • Ability to communicate in a clear and confident way. 	<p>Languages</p> <ul style="list-style-type: none"> • Ability to speak a community language, and or/ Welsh.
Personal Qualities	<ul style="list-style-type: none"> • Ability to manage competing priorities, work with minimal supervision, and working flexibility to meet deadlines. 	

	<ul style="list-style-type: none"> • Ability to use your initiative to take forward ideas. 	
Behaviors	<ul style="list-style-type: none"> • Energy - to create innovative and original work • Confidence - to drive own work plan (supported by line manager) • Analytical - to draw out answers and provide a critical friend to improve practice <p>Other</p> <ul style="list-style-type: none"> • Willingness to work flexible hours as required, to travel and to spend occasional nights away from home. 	

Deadline for applications is [Thursday 1 September, 2022 \(by midday\)](#)

Please submit your application to recruitment@wrc.wales

Applications received after this date, will not be accepted.

Please put the name of the job role in the subject heading of your email.

Invites for interview will be sent by email, and interviews will likely be held on [Monday 5 September, 2022.](#)