








Marketing & Communications Lead

-  Coventry, Solihull, Warwickshire (West Midlands)
 -  £17,114 (pro rata from £28,524 for 0.6) plus, travel expenses and pension contribution
 -  Think Active ([view website](#))
 -  Fixed Term until 30 September 2024 with a view to an extension
 -  Closing Date: Sunday 4th June
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About the Role

Base Location: The main headquarters of the Charity is in Leamington Spa although some of the work involves being located across Coventry, Solihull & Warwickshire. We have a blended approach of home-based working, office-based working and travelling to meetings as required. The post holder is expected to adopt a flexible approach to their work. Occasionally there will be the requirement to travel regionally and nationally.

Working Pattern: Permanent | Full Time | Flexible working options available

The main responsibilities of this role are:

To support the delivery of Think Active's #wethinkactive strategy by working closely with colleagues to ensure that Think Active's marketing and communications activity is brilliant and impactful and is integrated with colleagues' objectives by creating high quality content and maximising its reach.














Plan and Design content creation to help Think Active and partners tell our story and demonstrate our impact.

Manage the social media channels, website and branding and create exciting relatable content.






Uphold the values and culture of Think Active in your behaviour and your work.

What do I need?


To be considered for this role, we would love you to have:

-  The ability to and experience of successfully leading people
-  The ability to and experience of productively managing people.
-  Creativity with a good understanding of how to present content that will engage different audiences.
-  High level ability and experienced in using the Adobe suite and/or Canva to create compelling content that is relatable to a range of partners.
-  A track record and the ability to maintain websites. We use word press so we would need you to be able to use word press or have used something similar.
-  Competency to generate content for and to run Instagram, Twitter, Facebook, Linked In accounts.
-  The ability to listen to and work with and challenge colleagues so that you can support their work and transform ideas and projects into content, stories, and opportunities to build our brand and engagement.
-  A can-do approach and a determination to make a difference.
-  IT skills, Microsoft office packages
-  The ability to work on multiple projects at the same time.
-  The ability report against targets accurately and on time.
-  Be confident in face-to-face situations with customers and stakeholders with the ability to communicate using a variety methods and tools.
-  A relevant Marketing and Communication qualification of degree level or equivalent.

To be considered for this role, we would like you to have:

-  Previous experience in a marketing and communication role
-  An interest in the role that physical activity and sport can have on people's lives.
-  The ability to travel to venues to meet participants and partner organisations to collect content (video, images, interviews etc).
-  The capability to take quality photographs and video footage (camera provided)
-  The confidence and the enthusiasm to constructively challenge and make us better.

It would be nice if you had:

-  3 + years of operating in a similar or transferrable role (this could be voluntary or as part of your study).

Please note: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

About Think Active






We would like you know a bit about us if you're considering applying for a role.

Think Active is the Active Partnership for Coventry, Solihull, and Warwickshire. We are unique to Coventry, Solihull & Warwickshire; that is, there is only one of us. We are one of 6 sub-regional partnerships within the West Midlands and one of 43 across England.


Active Partnerships are strategic organisations that recognise activity levels are affected by a complex system of influences and no single organisation or programme can create sustainable change at scale.

We are concerned about the negative impact of a sedentary population. We believe in the power of sport and physical activity to transform lives and to keep people living well and we are committed to working collaboratively with partners to create the conditions for active people and places.

Benefits of working for Think Active

-  Company pension, with 6% contribution from Think Active
-  27 days holiday per year plus bank holidays (FTE)
-  Agile and flexible working supported.
-  Contribution to the cost of eye tests
-  Enhanced maternity/paternity and sick leave policies

We prioritise 'Thrive'. It is one of our strategic aims and is captured in our values and culture (below).

	
<p>VALUES CULTURE</p>	
<p>We aim to thrive. We prioritise creating and nurturing a culture of kindness, consideration, appreciation and tolerance. We will treat ourselves, each other and everyone that we encounter when we are representing Think Active in this way and we should expect same in return.</p>	
<p>Thrive Contribute to a positive culture where opportunities, resources and people are maximised and celebrated</p>	<p>Flexible We are adaptable and responsive to change</p>
<p>Innovative Open to finding the best way with a healthy approach to risk and opportunity</p>	<p>Forward Thinking Staying ahead of the curve, always innovating</p>
<p>Passion Dedicated individuals who are committed to and care about what we do</p>	<p>Professional We challenge ourselves to provide an excellent customer experience</p>
<p>Integrity Do the right thing, every time, irrespective of who you are dealing with</p>	<p>Supportive Of each other and the people & communities we work with</p>
<p>Develop Relationships, ways of working together, the wider network, people so that we continually get better</p>	<p>Solution Focused Proactively removing barriers and overcome obstacles</p>

We love difference and will be interested to find out what motivates you and how you can contribute to Think Active. We encourage diversity and are committed to creating an inclusive environment for all employees. We actively encourage applicants from all protected characteristics and commit to providing any reasonable adjustments required during the application and assessment process, and upon joining Think Active.

We particularly welcome applications from school and university leavers or people wanting to move from their first or second job. We are committed to improving employment opportunities for underrepresented people across UK. We welcome applications from, LGB and Trans and non-binary candidates.

We have made a positive commitment to employing disabled people and guarantee to interview all disabled candidates who meet the minimum essential criteria for the role as set out in role profiles.



Next Steps

If you are interested and think you can make a contribution to Think Active, get in touch.

If you would like more information, call or WhatsApp Vicky 07885 200523 or email vicky.joel@thinkactive.org

If you would like to apply (great!)

We want to know how you meet the role requirements and how you think you can contribute to Think Active.

Please tell us by sending us your CV (please include 2 references. You can tell us if you do not want them to be contacted immediately)

Using the information about the role above, please tell us about you, what you have done and how you fit the role. Please send this in a way that suits you. You can send us a video, a written statement, a presentation, an infographic. You choose!

All applications should be submitted by email to vicky.joel@thinkactive.org with the subject marked Marketing & Communications, and we will be back in touch after the vacancy closing date to let you know the outcome.

Before commencing employment with Think Active, you'll be required to fully complete our pre-employment screening process and to complete a Equality Monitoring Survey.