Digital Team Coordinator
Isle of Wight, UK

This is a new role and will be an integral part of our growing Digital team. This is a very exciting time in our development and this role will offer you the opportunity to explore what a career in digital could look like. You will support the Digital team in the day-to-day running of our websites and content systems, dealing with web enquiries, organising logistics for events and user research, supporting in our communications, and providing administrative support.

Role and Responsibilities

Reporting to our Digital Lead you will:

• Coordinate with internal teams to provide support on good content practices and assist them in using our systems; coordinate the creation of user guides and support materials, as needed.

• Support the Digital Editor and Content Owners by processing, uploading and reviewing digital content and implementing minor updates to the websites using the content management system (CMS) and Digital Asset Manager (DAM).

• Manage the schedule and content generation for our internal team communications; capturing compelling stories about good digital practices and supporting their dissemination across the organisation.

• Act as the first point of contact for incoming requests and general website queries.

• Log technical errors and help test changes to our websites and products.

• Coordinate meetings, events, training, user research activities, including booking venues, setting up rooms, equipment, and circulating meeting information.

• Do basic reporting on content and website performance.

• Help us to identify and connect into digital communities and events outside the Foundation.

• Provide general administrative and communications support for the digital team in general.

Your profile

• Familiarity with Microsoft products including Word and Excel.

• Knowledge of the internet and web technologies.
- Experience of administration work supporting teams.
- Basic editorial or writing experience.
- Experience of using social media networks and online communities.
- Experience of using a website content management system or digital asset management system as well as a web analytics tool such as Google Analytics would be an advantage.
- You should evidence excellent organisational skills and be able to work collaboratively in a team.
- Strong communication skills including confidence in dealing with individuals at all levels of the organisation.

Please apply with CV, covering letter and salary expectation to:
Barbara Calland (barbara@ellenmacarthurfoundation.org)
Ellen MacArthur Foundation, 42 Medina Road, Cowes, Isle of Wight, PO31 7BX

Desired starting date: asap
Closing date: March 4th, 2020
Salary package: Competitive within the charity sector
Location: Cowes, Isle of Wight

If you would like to learn more about the Ellen MacArthur Foundation or the circular economy, please visit www.ellenmacarthurfoundation.org