

 JOB PACK

Communications and Content Assistant

**Contract until end March 2026 (possibility of extension subject to funding)**
**Salary:** £28,500 FTE (pro rata £14,250)
**Hours:** 17.5 hours per week (0.5 FTE)
**Location:** Remote within Wales
**Reports to:** Impact and Fundraising Lead
**Start date:** As soon as possible
**Application deadline:** 5 pm Monday, 11th August.

## **Welcome**

We’re so glad you’ve found your way to this role. If you’re someone who loves to tell stories, spark conversations and help ideas grow, and if you believe that sharing is a powerful way to build a fairer, greener world, you might just be the person we’re looking for.

At Benthyg Cymru, we’re creating a Wales where everyone can borrow instead of buy. As our Communications and Content Assistant, you’ll help us bring that vision to life one post, one story, one borrower at a time.

## **About Benthyg Cymru**

Benthyg Cymru is Wales' Library of Things network. We’re a growing movement making it easy for people to borrow the things they need instead of buying them new. From pressure washers to party supplies, tents to tools, we help communities reduce waste, save money and connect with one another through the simple act of sharing.

We believe that borrowing should be as easy as popping out for a loaf of bread. We work across Wales to make that a reality.

We now support more than 30 Libraries of Things, and we’re just getting started.

## **Why work with us?**

We’re a small, ambitious team that cares deeply about what we do. You’ll be part of a flexible, supportive and values-led organisation with a clear purpose.

### **Here’s what we offer:**

* 35-hour full-time week (pro rata for part-time roles)
* Generous holiday allowance (incl. bank holidays)
* Flexible working that fits around your life and wellbeing
* Remote working with the option to use co-working spaces
* A culture of care, collaboration and creativity

## **About the Role**

We’re looking for a bilingual communicator who can help us grow Benthyg Cymru’s visibility and voice. You’ll be responsible for delivering our digital communications, supporting storytelling from across the network and creating content that reflects our values of equity, community and climate action. You’ll also support our network members with their own communications – helping them tell their stories, reach new audiences and celebrate the impact of borrowing in their communities.

This is a part-time, fixed-term role until March 2026. There is potential to extend depending on future funding.

## **Key Responsibilities**

* Deliver content across social media and newsletters
* Create bilingual posts that reflect our values and impact
* Support story-gathering from across the network
* Monitor and manage generic email inboxes and social media messages
* Engage in conversations on social media to build community
* Ensure all content is accessible and inclusive
* Implement our content calendar and schedule posts
* Support the production of branded materials (e.g. leaflets, templates)
* Assist with website updates and general comms admin
* Embed the Welsh language in all communications
* Provide comms support to network members when needed
* Take on other tasks as agreed, in line with organisational need

## **Person Specification**

We don’t expect you to tick every single box. If you feel excited about the role and meet most of the criteria, we’d love to hear from you.

### **Essential**

* Fluent in Welsh and English (written and spoken)
* Experience creating digital content including reels or graphics
* Basic design skills using tools like Canva
* Excellent written communication and attention to detail
* Organised, self-motivated and good at meeting deadlines
* Values-led approach to communication
* Comfortable managing inboxes and online enquiries

### **Desirable**

* Experience working or volunteering in the third sector
* Knowledge of inclusive and accessible communication practices
* Familiarity with tools like Mailchimp, Webflow, Loomly or similar
* Understanding of the circular economy or community action

## **Pay, Hours and Benefits**

* **Hours**: 17.5 hours per week (flexible working patterns welcome)
* **Salary**: £28,500 full-time equivalent (pro rata £14,250 for 0.5 FTE)
* **Contract**: Fixed term until March 2026 (with possibility to extend)
* **Holidays**: Generous annual leave plus bank holidays and a winter shutdown
* **Location**: Remote or flexible within Wales
* **Equipment**: Laptop and software provided
* **Support**: Line management, training, and development budget

## **How to Apply**

To apply, please send us:

1. **Your CV**
2. **A cover letter or short video**
(Max 2 pages or 3 minutes)
Tell us why you’re interested in this role, what skills you bring, and what excites you about joining Benthyg Cymru.
3. A few examples of your work (written and visual)

Please send your application to: info@benthyg-cymru.org
Deadline: 5 pm 11th August 2025
Interview date: Week commencing 18th August 2025
Start date: As soon as possible

If you need the information in a different format or want an informal chat about the role, get in touch via email at info@benthyg-cymru.org

## **FAQs**

**Can I work from anywhere in Wales?**
Yes. This is a remote role with flexibility. You’ll need a reliable internet connection and may occasionally attend in-person team days or events.

**Do I need to be fluent in Welsh and English?**
Yes. This is a bilingual role. We’re committed to promoting the Welsh language in all our communications.

**Do I need a formal comms qualification?**
No. We’re more interested in your experience and values than your certificates.

**Is the role only for people with digital comms experience?**
Digital comms experience is important, but we’ll provide training on specific tools and support you to grow in the role.

**Can I apply with a video instead of a written statement?**
Absolutely. If video is a better way for you to tell us about yourself, we welcome it.

**What if I have caring responsibilities or access needs?**
We’ll do everything we can to accommodate your needs and make our recruitment process as fair and flexible as possible.

## **We welcome difference**

We want Benthyg Cymru to reflect the communities we work with. We actively welcome applications from people who experience structural barriers to employment, including people of colour, disabled people, carers, LGBTQ+ people, people from low-income households and Welsh speakers from working-class backgrounds.

If you're not sure if this job is for you, but it sparks something, please get in touch. We’d love to hear from you.