



Communications and Events Manager

Part-time position available

Walk21 is the global organisation leading the walking movement. Working around the world, through a range of projects, networks and our flagship annual conference, the Walk21 team seek to highlight and promote the value of walking for our transport, health and climate challenges as well as local liveability, personal well being and social vibrancy.

Role description

Walk21 is looking for a Communications and Events Manager to join its global team. This post will help to enhance the visibility of Walk21 and its work globally and to enrich its outreach program of activities. The officer will support the team with communications, including managing social media profiles, further developing the Walk21 website, articles for Walk21 newsletters, and communication strategies around Walk21 events and projects, including the Walk21 conference series, this year in Dublin Ireland in September. This person will also lead on setting up online events, promotion and follow up with participants and growing the audience for Walk21.

Key Tasks

The role offers an exciting opportunity to both develop and deliver the global profile of Walk21. The officer will be required to:

- collaborate with the team to build an effective communications and events annual plan
- lead on delivering that plan across our platforms and network, including monthly newsletters and social media content
- research, compile and draft content for the website, newsletters and social media
- collate statistics, undertake media analysis and report on impact
- lead on events preparation, promotion, management and evaluation, both Walk21 led events and collaborations with partners and other forums
- identify opportunities for outreach and engagement for the Walk21 agenda to enhance impact
- foster and consolidate relationships with external partners, press and media outlets
- Ad hoc duties as required.

Key Requirements

The successful candidate will be expected to have:

- a degree, preferably in the field of communications/journalism or related to transport, urban planning, or similar
- at least 3 years hands-on experience with communications, journalism and public relations, including social media management and the development of communication tools such as websites and newsletters
- an interest in urban mobility, especially walking, climate change, health, liveability and social well being
- excellent organisational skills to develop and deliver a communications plan and manage a range of online and in-person events
- strong digital skills especially with design and publishing software and social media platforms (Wordpress experience desirable)
- proficient record keeping to collate analytics and metrics to measure impact
- creativity and excellent interpersonal skills and ease of communication
- capacity to work independently as well as part of a team
- a flexible, responsive approach to work that can accommodate multi-tasking and points of high demand
- an excellent command of written and spoken English (additional languages desirable).

Location

The Walk21 team works remotely, so this position can be based anywhere with good wifi.

The hours and pay scale to be discussed with the successful candidate pending their experience and availability. It is anticipated to be a part-time role at about 2-3 days per week. As a global organisation, the pay-scale will reflect the location of the successful candidate and their level of experience.

To apply

Please send a letter of motivation and CV to Bronwen Thornton bronwen.thornton@walk21.com **by Wednesday 6 April 2022**. *If you have any questions, please be in touch.*

We will be conducting interviews remotely on 12 and 13 April 2022.