



Role description: Volunteer Content and Community Manager

Purpose of the role (Why we need your help)

Public Relations Oxford has been running for three years now. Our PUBLIC Relations events take place quarterly in pubs around the city – with some of the brightest experts from Oxford and beyond, discussing the latest trends in all areas of internal and external communications.

We also have an active 300-strong community of Public Relations professionals who engage with us and each other on our social and web channels (LinkedIn, Facebook and publicrelationsoxford.co.uk).

We need someone to help us manage our channels, create compelling content and support the events we run.

Responsibilities (What we need you to do)

Create a content plan for our website, LinkedIn and Facebook presences and then help us execute it: curating and producing exciting content (and encouraging the community to contribute content) that will generate conversation and complement the events.

Support our PUBLIC Relations events: checking people in, taking photos and acting as our roving mic!

The workload will depend on you but it is likely to involve just a small number of hours per month.

Knowledge and experience (What you'll bring to the role)

This is a great opportunity for those early in their career, looking to develop their network and skills. You'll be working in PR in some way (in-house, in an agency, freelance) with some of the following skills:

- Experience developing content for online channels
- The ability to develop and write compelling and engaging digital content
- Experience supporting or managing events
- Top notch interpersonal and verbal communication skills

Benefits (What we can offer you)

Public Relations Oxford is a social enterprise and everyone involved takes part on a voluntary basis. As such, this is a voluntary role which is unpaid. However, we will give you all the support you need, and it's a great way to develop your skills and boost your CV. It's also a way to meet new people in the industry across Oxford, and to make a difference in a vibrant industry. We also have a lot of fun and get to run events in pubs!

How to apply

Please send your CV and a covering note to publicrelationsoxford@gmail.com by **5pm on Friday 21st February 2020**. We would be happy to arrange an informal conversation with anyone who is considering putting themselves forward