

Job Description - Copy Writer and Blogger

Reference: NMT/129

Job Purpose: No More Taboo is a not-for-profit social enterprise, advocating for a period-friendly world for all. Period poverty is affecting millions of women and girls worldwide. Many do not have sufficient access to the knowledge or resources to have a safe, dignified and clean period due to lack of education, sanitation and social stigma. We are changing this through innovative, long-lasting solutions. We sell sustainable sanitary products, subscription boxes, workshops and training to support organisations and other businesses to ensure their service users, employees and students have healthier, happier and more affordable periods. 100% of our profits go to our charity work, reducing the impact of disposable products and breaking the silence around menstruation.

We are at a pivotal stage of our development, starting to gain more traction and really grow as an organisation. We are really keen to build our bank of resources and know a great way of engaging supporters is through an informative and exciting blog. We are looking for someone with a passion for writing who can not only help us deliver a more regular blog but also help us improve all of our external communications by developing a more robust brand voice.

Key Tasks and Responsibilities:

- Ensuring there is a minimum of two blog posts per month.
- Keeping up-to-date with the team, which includes attending the weekly skype meeting at 5.30pm on a Wednesday, to develop content for the blog.
- Coordinating a newsletter plan and template which can be used each month.
- Coordinating a blog plan, which may involve asking other staff/volunteers to write blogs on certain themes, inviting external bloggers and even re-publishing blogs
- Writing blog posts.
- Proof reading other team members blog posts.
- Spending some time (with support from the rest of the team) developing the 'no more taboo' voice and ensuring this is in line with the brand.
- Supporting the sales team and website team to write or proof-read content to ensure matches this voice and is engaging.
- Proof reading other materials created by team members to ensure are part of this voice
- Being creative and developing new ways of communicating with customers/supporters.
- General promotion of the no more taboo ethos and advocacy of the issues throughout the duration of the role.
- Assisting with general administration including answering emails and calls, preparing resources, keeping clear records of spending and reporting back to manager.

Salary: *Voluntary position.*

Location: Working from home with occasional face-to-face meetings in either Bristol or Devon.

Hours: Up to 8 hours per week fully flexible, however 2 blog posts per month must be provided.

Full training and induction shall be provided.

Skills/attributes/knowledge/experience

Essential:	Confident self-starter.
	Blog writing experience.
	Proven successful written communications piece.
	Proficient in writing and proof-reading prose.
	Committed to providing the minimum output of two blog posts per month.
	Committed and able to dedicate the equivalent of one full day each week to the role.
	Interested in our causes and ethos around menstruation, sanitation and the environment.
	Proven written communication skills.
	Proven IT skills.
	Team working experience.
	Confidence to work on own initiative with minimum supervision but knowing when to consult with and inform others.
	Organised, able to set and meet own targets and goals.
	Happy to work from home.
Desirable:	Creative and imaginative thinking.
	Confidence to experiment.
	Experience of writing from a 'brand'.
	Copy writing experience.
	Experience of coordinating others to contribute to projects.
	Experience of working in the third sector.
	Ability to work to fixed timelines and be responsible for meeting output targets.
	Oral communication skills.
	Competent with social media and communication tools.

How to Apply:

To have an informal chat about the role call Chloe on 07934739098.

Please send a covering letter (no more than 2 A4 pages) specifying how you meet the essential and if applicable desirable criteria specified above and a copy of your C.V. to chloe@nomoret taboo.org.