

**POWYS ASSOCIATION
OF VOLUNTARY ORGANISATIONS
CYMDEITHAS MUDIADAU GWIRFODDOL
POWYS**



Communications Officer
21 hours per week, 2 year fixed term appointment
salary 28,636 pro rata
Initial contract to 31st March 2012

Powys Association of Voluntary Organisations wishes to appoint part time Communications Officer, to be based in Newtown or Llandrindod Wells.

We seek an enthusiastic individual to enhance the internal and external communications of PAVO, to develop and implement a communications strategy for the organisation and to build its communications capacity to ensure that improved internal and external communications are sustainable.

The successful applicant will have:

- experience of drafting and editing publications/articles and of liaising with designers, printers and the media
- experience of developing a culture of good internal and external communication within an organisation
- an understanding of the role of and issues affecting the voluntary sector and its relationship with private and statutory sectors

The ability to operate in Welsh and English is highly desirable.

Closing date for applications 22nd March.2010. Application packs from Mandy Phillips, tel: 01597 822191 or e-mail: mandy.phillips@pavo.org.uk

Registered Charity No: 1069557 Rhif Elusen Gofrestredig: 1069557