

B R I E F

New Media Coordinator



Status:	Task specific contract as a New Media Coordinator
Location:	HTR Office 1 day per week and own space 1 day per week
Closing date:	10am Wednesday 24 November 2010
Duration:	Appointed November 2010 – December 2011
Hours:	14 hours per week
Fee:	£20 per hour

Project background

The Healing Through Remembering Project (HTR) requires a New Media Coordinator to develop and implement the internet based communications for the HTR project 'Whatever You Say Say Something'. The New Media Coordinator would report to the Board of the project. Line management would be through the Director.

Specification

The successful applicant must have demonstrable skills in new media including social networking and web management. He/she must have experience working with a diverse range of individuals, good communication skills and the ability to write clearly and succinctly. He/she must have knowledge of the conflict in and about Northern Ireland and demonstrate an ability to accept and support the ethos, aims and objectives of Healing Through Remembering. He/she must be flexible in their available hours and have access to a computer (for regular updates of websites).

Project activity

The successful applicant will co-ordinate new media communications for the Organisation including:

- Ensure HTR house style is used in all communications
- Develop and maintain relevant sections of HTR website
- Expand HTR into new media avenues
- Develop and maintain HTR social networking sites
- Liaise with HTR staff regarding web content, news and discussion items
- Liaise with HTR staff and HTR web designers regarding website development
- Monitor media coverage of HTR and related work to inform the Project
- Monitor current events of interest to the organisation
- Monitor HTR clippings database for items of interest
- Maintain regular (at least twice weekly) contact with the HTR office

Application Process for Consultant

[The application process will only be available to those registered as consultants with the HTR project. See below for registration details.*]



Send the following to HTR Office (insert e-mail subject heading or mark envelope 'New Media Coordinator'):

A brief document detailing:

- a. a very brief outline of your approach to this piece of work
- b. your interest in this area, and
- c. your availability

Closing date 10am Wednesday 24th November 2010.

This will be read in conjunction with your originally submitted Consultant Database Form and CV. Applicants may be interviewed depending on the quality/quantity of applications.

All correspondence for this application to Alexander House, 17a Ormeau Avenue, Belfast, BT2 8HD or by e-mail to consultantsdb@healingthroughremembering.org

12.11.10

***Registration on Consultants Database**

If you are not already registered on the HTR Consultants' Database then contact the HTR office to request a consultants' form or send an email to consultantsdb@healingthroughremembering.org (Subject: Consultants' Form). Return the completed form with an up-to-date copy of your cv for automatic inclusion in the consultants database.



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