

## Two short-term freelance opportunities -providing maternity cover (five months initially from early February)

### Person specifications:

[Story Weaver \(written stories\)](#)

[Events Coordinator](#)

### Story Weaver (written stories)

#### Knowledge and skills

- **Essential:**
  - Working with Google docs
  - Good command of the English language
  - Good communication skills
  - Good writing skills
  - Interest in storytelling
  - Preparing and delivering presentations and workshops (Power Point, Canva, etc)
  - Content research
- **Desirable**
  - Creativity
  - Working with Wordpress

#### Experience

- **Essential:**
  - Experience working with community groups
  - Experience working with stories
  - Experience writing copy
- **Desirable**
  - Some experience working with stories in the written form (e.g. creative writing, journalism, creative practitioner, etc)

#### Attitude

- Flexibility
  - Teamwork
  - Taking initiative

# Events Coordinator

## Knowledge and skills

- **Essential:**
  - Working with Google docs
  - Working with Zoom
  - Working with Eventbrite
  - Good command of the English language
  - Good communication skills
  - Good writing skills
  - Content research
- **Desirable**
  - Working with Wordpress
  - Working with Youtube video editor

## Experience

- **Essential:**
  - Experience working with community groups
  - Some experience planning, organising and delivering events
- **Desirable**
  - Experience writing copy

## Attitude

- Flexibility
- Teamwork
- Taking initiative