



# Representing Drainage Water Level & Flood Risk Management Authorities

Rural Innovation Centre, Avenue H,  
Stoneleigh Park, Warwickshire, CV8 2LG  
Telephone: +44 (0) 2476 992889  
Email: [admin@ada.org.uk](mailto:admin@ada.org.uk)  
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## Appointment of Publications & Communications Officer - 2017

### JOB TITLE

Publications and Communications Officer – Full time or Part-time position available.

### LOCATION

The position is based at the ADA (Association of Drainage Authorities) office at the Rural Innovation Centre, Avenue H, Stoneleigh Park, Warwickshire, CV8 2LG.

For most of the time, you would be working at our new, easily accessible offices with ample parking in the peaceful and rural setting of Stoneleigh Park. Occasionally, you may be required to travel in connection with events being organised throughout Great Britain.

### WORKING HOURS

The role is either full time or part-time and would suit someone willing to work on a flexible basis, with working hours to be agreed dependent on contract.

### SALARY

Up to £25,000 depending on experience and based on a 37.5 hr working week, pro-rated if part-time working is agreed.

### START DATE

Flexible, ideally in January 2018.

### THE ROLE

ADA is able to offer an exciting opportunity to become involved with an influential national association helping to promote the sustainable management of rivers and watercourses to reduce flooding across England, Wales and Northern Ireland. Principal members of ADA include Internal Drainage Boards, Local Authorities, Regional Flood & Coastal Committees and the Environment Agency.

The Publications & Communications Officer will have a key role in designing and editing ADA's quarterly magazine, the ADA Gazette, preparing a monthly electronic newsletter to members, and managing the content on ADA's website ([www.ada.org.uk](http://www.ada.org.uk)) and social media platforms. There will be an opportunity to help shape ADA press releases and other published materials used to communicate with both ADA's members and the wider public.

The flexible working regime will very much suit someone with an outgoing, creative personality, looking to develop their experience designing and publishing print or digital publications as part of a small and friendly team. The successful candidate will assist colleagues and members to help to; organise, manage and promote events; and handle membership information, data and subscriptions. Some national travel will be required when assisting with the organisation of events.

### TOP 4 CAPABILITIES

1. Excellent writing, editing and proof-reading skills.
2. Good creative and graphic design skills.
3. Good computer skills, to include experience with Microsoft Office, desktop publishing (e.g. Adobe InDesign), graphic and photo-editing software, web publishing (e.g. WordPress), and databases.
4. Well organised and self-disciplined.



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## DUTIES AND RESPONSIBILITIES

- Design, edit and publish the quarterly ADA Gazette magazine and other occasional printed media with the Technical Manager.
- Manage article and advertising content for the ADA Gazette.
- Manage the content on the ADA Website and periodically report on website usage.
- Help manage content on social media platforms and periodically report on usage.
- Assist with the production and lead the dissemination of briefings, newsletters and other communications using both mailing and electronic techniques.
- Liaise with Chief Executive and Technical Manager to gather and collate business activity information from members and prepare briefings and reports using that information on all matters of membership support services.
- Assist with the management of membership subscriptions and data.
- Assist with event management and administration for a handful of national conferences and seminars for typically between 100 and 250 delegates.

## WHO ARE WE LOOKING FOR?

The position would suit a candidate looking to develop their creative experience designing and producing print or digital publications within a small and friendly team. The ideal candidate will possess strong written communication skills, be creative and self organised, with an ability to work with a degree of independence. We are looking for a candidate with good computer literacy and experience in using desktop publishing packages and graphic and photo-editing software to design and publish magazines, newsletters or similar publications and web publishing.

Ideally, you will have some experience using social media in a formal setting and be comfortable collating information, preparing reports and disseminating that information using web-based techniques as well as more traditional mailing operations. Finally, you will be able to work to deadlines, help solve problems and work pro-actively with the ADA membership.

## ADDITIONAL INFORMATION

For further general information about ADA's activities, please visit ADA's website at [www.ada.org.uk](http://www.ada.org.uk) or if you would like to informally discuss the post, please call the team at the office on 02476 992889 and they will be pleased to help.

## RECRUITMENT PROCESS

After we receive your application, following the closing date, it will go through an initial triage process to ensure that you meet the criteria for the role. If your application is short-listed, you will be invited to participate in an interview, which may include a short assessment exercise.

## HOW TO APPLY

Please send your CV with a covering letter explaining why you are interested in this opportunity to Ian Moodie, Technical Manager, Association of Drainage Authorities, Rural Innovation Centre, Avenue H, Stoneleigh Park, Warwickshire CV8 2LG or by email to [ian.moodie@ada.org.uk](mailto:ian.moodie@ada.org.uk).