

The Lapidus Membership, Communications & Events Coordinator -

Provide a communication hub for the Lapidus words for wellbeing community for 9 months

We seek one or more individuals to help the Board by improving the effectiveness of the communications of Lapidus, to enable the association to be **a catalyst for generating well-being through words.**

It will be essential that you take an active approach to supporting the core values of Lapidus: **Pursuit of Gold, Strength of Stone, Light in the Dark.**

For the first four months, prior to review, for an equivalent of 5 hours per week @ £15 per hour, the activities of the work will comprise the following activities:

- Monitor the info@lapidus email inbox
- Deal with membership queries in a timely manner
- Operate Paypal to take membership subscriptions
- Liaise with and update the Treasurer re membership payments
- Create and maintain an improved membership database
- Maintain profiles of the Lapidus membership
- Forward other emails to the relevant Director
- Liaise with website designer, newsletter and Journal editors prior to dissemination
- Upload Journal, monthly newsletter and other updates on website, Twitter and Facebook pages at least twice a week
- Render social media communications more dynamic and appealing
- Provide liaison on behalf of Lapidus for communications about Lapidus news, particularly with/to regional group coordinators
- Maintain the website hub page
- Provide regular informal reports to the Chair (who will supervise the work and support you)
- Communicate with the Board when requested
- Attend some Board meetings

Extra hours will be paid for:

- Help to organise AGM
- Attend AGM
- A report of the work for the AGM
- Help to organise other events

A one-off fee of £50 will be paid after 4 months when a review will be undertaken with the Board, for which a report will be provided about positive progress, difficulties that have been experienced and recommendations for ways of improving communication.

We will require you to confirm that you understand that you will be responsible for any due tax and national contributions.

Please send your **CV with details of relevant experience + an explanation of how you envisage delivering the work + contact details of 2 referees** to: chair@lapidus.org.uk before **5pm Friday June 16th**.

We seek to appoint from **July 14th**.