



Description

This document identifies the range of tasks and responsibilities related to the post.

Job Titles: Transition Stroud Newsletter Coordinator

Format: Self-employed, part time (equiv. 12 days / year)

Terms: £2,400 per year is available

Job Location: Stroud or Stroud District

Main Purpose

This position has a critical role in informing and engaging the public with the work of Transition Stroud (TS) and the Transition Movement. This work includes the activities and campaigns that TS and partner organisations undertake locally, how individuals and groups can get involved, as well as identifying other content of interest to our followers

This outreach makes an important contribution to developing support and action for Stroud District Council's commitment to achieving a carbon neutral district by 2050. The post holder will work in close liaison with the TS Coordinator.

Responsibilities

Deliver a monthly e-newsletter using online software (currently Mailchimp) at the beginning of each month. Assist with writing occasionally Press Releases for key events. This requires:

- A mid monthly mailshot to likely contributors informing them of the end of month deadline
- Identifying or soliciting content from TS Action groups and network, local partners and others
- Collating, editing and organising content into an attractive, informative and readable newsletter
- Checking the draft with the TS Coordinator before sending out
- Reviewing the content of the newsletter and how it can be improved.
- Helping write and sending Press Releases, anticipated to be every few months.

Financial

- Complete a monthly invoice for the agreed funding



Liaison and Support

- Attending TS Board meetings when requested
- Attending three monthly reviews with a TS Director and / or TS Coordinator

Person specification

- Experience of editing or collating information for a general audience
- Interest in sustainable living, climate action, and the Transition Towns movement
- Ability to work and liaise with multiple organisations and partners
- Previous experience preferred of using online newsletter software, such as Mailchimp – training can be given if necessary.

Application

Please submit a short cover letter outlining why you would like to be our Newsletter Coordinator along with a portfolio or examples of your work to Jess Farr, Transition Stroud co-ordinator, admin@transitionstroud.org.

The deadline for expressions of interest is **24th July 2026**.

Please see links to our previous newsletters below:

<https://transitionstroud.org/contact-us/newsletters/>

Please see our website for news about Transition Stroud <https://transitionstroud.org>