**

YORKSHIRE GARDENS TRUST

President: The Countess of Harewood

Vice-presidents: Lady Legard, Peter Goodchild, Nick Lane Fox

[www.yorkshiregardenstrust.org.uk](http://www.yorkshiregardenstrust.org.uk)

Advertisement: Marketing and Communications Officer

YGT wishes to engage a Membership and Communications/Administrative Officer to assist us in our task of increasing knowledge of and enthusiasm for Yorkshire’s wealth of historic gardens and designed landscapes. Working from home, self-employed, on an hourly basis for an average of 4 hours per week, you will join an enthusiastic, jolly and capable group of people all over Yorkshire, and become a lynch pin in our work with Yorkshire’s Historic Gardens. For more information, see our website: <https://yorkshiregardenstrust.org.uk/> or contact:

Chris Webb (Chair) [pureycust@gmail.com](mailto:pureycust@gmail.com)

Maddy Hughes (Treasurer) [madalynhughes56@aol.com](mailto:madalynhughes56@aol.com)

Gillian Parker (Company Secretary) [gillian@gmp501.myzen.co.uk](mailto:gillian@gmp501.myzen.co.uk)

Closing date

19 May 2022

Selection process

By letter of application and CV to the Chair at [pureycust@gmail.com](mailto:pureycust@gmail.com), followed by an interview on Zoom by YGT’s Chair, Treasurer and Company Secretary

Job description

Title: Membership and Communications Officer

Hours: approx. 4 hours per week annually

Hourly rate: £12 per hour (£24, 960 p.a. pro rata)

Expenses: YGT will reimburse expenses (such as consumables) necessarily incurred in the fulfilment of the role.

You will be self-employed and expected to have access to IT equipment in your preferred place of work. This is a self-employed role, which can be performed anywhere. You will benefit from free attendance at YGT organised and sponsored events. You will have support, and training where needed, from the Chair, Treasurer and other Trustees of YGT.

Key Relationships:

Chair, Treasurer and other Trustees of YGT

Members of YGT Committees

Members and prospective members of YGT

ABOUT YORKSHIRE GARDENS TRUST

We are a membership organisation (around 400 members) for everyone who loves and appreciates Yorkshire’s gardens and designed landscapes. We work to conserve, foster and encourage appreciation of our shared garden heritage. We help to preserve and conserve Yorkshire’s historic gardens and designed landscapes for the benefit of the present and the future. We conduct original research (which we publish) about the history of Yorkshire’s gardens and designed landscapes, comment expertly on planning applications about them, advise owners on how to preserve them, and encourage interest in them among people of all ages with our visits to and talks and lectures about designed landscapes, be they historic parks, gardens, public parks, cemeteries.

We are part of the national network of gardens trusts and co-operate with our colleagues nationally on matters that relate to gardens and designed landscapes, such as planning law and practice, celebrating significant figures like Humphrey Repton, or types of landscapes such as parks and cemeteries.

For more information about YGT visit <https://yorkshiregardenstrust.org.uk/>

ROLE SUMMARY

The communications officer will, working with YGT Trustees and Committee members:

* manage and develop our communications, including social media.
* administer and manage our website
* administer and manage our membership functions, including the membership database and communications
* administer Council of Management meetings (including taking minutes)
* support our Groups.

ABOUT YOU:

We are looking for someone who is

* Friendly and enthusiastic about YGT’s purpose
* Approachable and flexible in dealing with members
* A demonstrated self-starter, because you will be working remotely from your support
* Able to work across YGT sub-groups, and with the Treasurer, and respond creatively to their administrative needs
* Able to manage, and when necessary edit, the newly-designed website (not yet public, based on the Drupal 9 platform)
* Able to manage a membership database and, where appropriate, help YGT to grow membership by identifying opportunities for same
* Familiar with membership- or audience-based organisations
* Able to manage ticketing and other administrative tasks related to events and to be proactive in modernising what YGT does in relation to these
* Able to produce clear and visually attractive documents for newsletter and promotional purposes
* Comfortable with spreadsheets and numeracy skills