



Whiteley Village
A century of caring for the elderly

January 2018

VACANCY

PR & Communications Executive

£30K p.a.

37.5 hours per week

THE WHITELEY HOMES TRUST

Registered Charity 1103056

"A Caring Community"

This is an exciting opportunity for a highly motivated and experienced PR & Communications Executive with a strong knowledge of internal communications, social media and website communication to join our team. Whiteley Village is a retirement community situated in Walton on Thames, Surrey in 230 acres of beautiful woodlands and home to around 500 residents, where our aim is to be the best place to age in Britain.

This is a great opportunity for a forward thinking 'self-starter' to make a significant difference and be at the forefront of promoting all aspects of the Trust to the ultimate benefit of all village residents. The role includes developing and implementing an integrated strategic communications plan, creating a marketing/public relations strategy and promoting the corporate and social events business.

This is a high-profile role within the Trust that requires confidence, ability and passion; entrepreneurial spirit to take initiative and actively seek to deepen current relationships and forge new ones.

In return for your commitment we will commit to actively developing you, and our benefits include 34 days annual leave (including bank holidays), life assurance, pension, free parking, and use of onsite facilities.

What you need to do now

If you think you have the right attributes for this role then please contact Lilian or Fiona for further details including the Job Description on 01932 264549/26454 or by email at job.enquiries@whiteleyvillage.org.uk

An Enhanced DBS check will be required for this role.

Applicants must be able to empathise with elderly residents and provide a courteous & caring service.

Closing date: 4 February 2018