**Communications team members (multiple roles)**

Objective: To support the regular publication of a high-quality Commission e-newsletter, and to ensure the e-forum has regular content posted

Tasks:

* Source and collate news stories relevant for e-newsletter recipients (Surrey’s community group leaders)
* Use MailChimp to create high-quality e-newsletters and distribute them to newsletter subscribers
* Moderate items posted on e-forum and support members in posting content themselves
* Liaise with other communications team members, the Commission Co-ordinator and Core Group members in developing a forward-planner for communication activity that aligns with Commission projects, campaigns and events