



OneRen Communications Executive Recruitment Pack

Contract Details

Position: Communications Executive

Contract: Permanent, 37 hours per week

Salary: Grade 4: £30,212.58 – £31,813.89

Location: OneRen Central Office, Paisley/Hybrid

Line Manager: Brand & Communications Manager

About OneRen

OneRen are passionate about the part we play in improving life-long physical and mental health in every one of our communities. Our trust provides a range of affordable, accessible and ambitious services that are open to all and that improve personal, social and economic outcomes. Our goal is to improve the people of Renfrewshire's health and wellbeing by working in partnership to design and deliver a range of life-enhancing and accessible cultural, leisure and sporting opportunities that meet local needs and improve life chances across the population..

About the Role

We're seeking a Marketing Communications Executive to support the delivery of OneRen's public relations, media relations, marketing, and internal communications activity. This is a hands-on role ideal for someone looking to build a career in marketing communications within the charitable or cultural sectors.

You'll work closely with the Brand & Communications Manager to draft press releases, manage media lists, create engaging content, and help ensure our messaging is consistent and impactful. You'll also contribute to internal communications and support the monitoring and reporting of campaign performance.



Key Responsibilities

- Draft press releases, media alerts, and social media content aligned with brand guidelines.
- Support internal communications, including newsletters and intranet updates.
- Monitor media coverage and social media engagement, assisting with reporting and analysis.
- Maintain media lists and assist with press kit development. Collaborate with colleagues to gather stories and create compelling content for external and internal audiences.
- Support the wider Marketing & Communications team with day-to-day marketing activity.

What You'll Bring

- Strong writing and editing skills with attention to detail.
- Experience in a communications or marketing support role.
- Familiarity with CMS platforms and social media tools.
- A proactive, organised approach and ability to work collaboratively.

Why Join Us?

- A supportive, inclusive, and innovative culture.
- Opportunities for professional growth and development. Flexible working arrangements.
- A chance to deliver a key cultural destination for Paisley and Scotland.



Benefits

- 21 days annual leave and 12 public holidays, with an increase in line with length of service
- Buying additional leave of up to 5 days extra
- Free or discounted access to OneRen leisure facilities and up to two nominated family members or friends
- Use of all swimming pools with up to 5 friends or family
- A free venue and performance ticket per season
- Family friendly policies including flexible working, enhanced maternity/paternity
- Group life Assurance
- Access to Strathclyde Pension Fund, an employee contribution of 5.6% and employer contributory pension scheme of 17.5%.
- Discounts with local and nationwide retailers via Vivup – our employee benefits platform
- Access to Occupational Health, Physiotherapy & CBT
- Access to Time for Talking, a trusted mental health and wellbeing provider
- Access to free and confidential financial support advice services
- Discount off food and beverages at the Cafes located within OneRen venues

Ready to get creative and drive OneRen marketing forward?

Apply now at <https://www.oneren.org/work-with-us/join-our-team/>

What Happens Next

We'll shortlist based on your experience and potential against the essential criteria for the role. If selected, you'll be invited to an interview with the team. We may also ask you to prepare a short task/ presentation to show us how you think and approach your work.

We're keen to make the process welcoming and fair – if you need any adjustments, just let us know.

