Richard Docwra
Helping people flourish
Coaching | Learning | Resources | Events

32 High Street | Lewes | E Sussex BN7 2LX
07968 227029 | info@richarddocwra.com | www.richarddocwra.com

Job Description - Business & Content Coordinator

Freelance | Part-time | Lewes, East Sussex, with flexible remote working

Helping good ideas make a difference.

About Richard and the work

I'm Richard Docwra, a coach, consultant, trainer and writer. My work brings together psychology, philosophy, coaching, business and social change, with a central aim: helping people, organisations and society to flourish.

I believe we need a different approach to making the world better. We need to understand human beings more deeply, create workplaces and societies that enable people to thrive, and find more thoughtful, meaningful and sustainable ways to live and work.

Through my coaching, consultancy, training, writing, podcasts and events, I explore these ideas and help people put them into practice. My work includes supporting individuals to navigate life and work, helping leaders and organisations flourish, and sharing ideas and resources that can make a positive difference.

You can find out more at richarddocwra.com.

The opportunity

I'm looking for a capable, creative and organised person to help me develop this work and get it out into the world.

I have lots of ideas, projects and content I want to develop, alongside coaching clients, consultancy and training work. I need someone who can help turn those ideas into reality: publishing content, organising events, updating the website and taking care of the practical details that keep everything moving.

The aim is simple: to enable me to spend more time doing the work I'm best placed to do, while ensuring that the ideas, resources and opportunities we develop reach the people who could benefit from them.

This is an opportunity to contribute to work with a purpose. You'll help build a business that is exploring important questions about human flourishing, modern life and how we can make the world better. If you're interested in people, ideas, personal development or social change, you may find this a particularly rewarding role.

I'm looking for someone who enjoys making things happen, takes pride in doing things well and would like to play an active part in developing something meaningful.

What you'll do

1. Content, podcasts and communications

- Help edit, prepare and publish podcasts, videos and other content.
- Organise filming and recording, including fortnightly in-person sessions in or around Lewes.
- Turn longer recordings, articles and ideas into short videos, social posts, newsletters and other useful content.
- Write or refine captions, descriptions, show notes and promotional copy.
- Schedule and publish content across relevant social media channels.
- Help maintain a simple content calendar and keep projects moving.

2. Website and digital projects

- Create and update pages on richarddocwra.com for projects, coaching programmes, events and resources.
- Present content in engaging ways that encourage people to explore, learn, participate or get in touch.
- Upload articles, podcasts, videos and downloadable resources.
- Set up forms, sign-up pages, booking links and calls to action.
- Suggest practical improvements to the website and how people discover and engage with the work.

3. Events and programmes

- Set up online and in-person events using Eventbrite or similar platforms.
- Create event listings and help promote workshops, talks, courses and other activities.
- Coordinate registrations, reminders, venues, online meeting links and event materials.
- Help prepare presentations, handouts and resources.

- Manage follow-up communications and feedback after events.

4. Business and administrative support

- Keep documents, files, contacts and project information organised.
- Maintain simple task lists, schedules and project trackers.
- Help coordinate appointments, emails and routine communications where needed.
- Support routine invoicing, follow-ups and other business administration.
- Research tools, venues, suppliers and opportunities.
- Look for ways to simplify recurring tasks and make the business run more smoothly.

5. Helping the work reach more people

- Find opportunities to make better use of existing content and resources.
- Help communicate the value of my work clearly to different audiences.
- Support the development of an engaged community around the ideas, programmes and events.
- Help gather testimonials, feedback and examples of impact, with appropriate permission.
- Track useful indicators such as event registrations, email sign-ups and content engagement.
- Bring ideas and suggestions of your own about what we could do differently or better.

Who I'm looking for

You don't need to be an expert in every area. I'm looking for a resourceful all-rounder who combines practical organisational skills with an interest in digital content and communications.

You might be a freelancer already supporting small businesses, an experienced virtual assistant with creative skills, or someone earlier in their career who has good digital skills and wants to develop them further.

You'll ideally be:

- Organised, reliable and good at following things through.
- Proactive, with the confidence to take ownership of tasks and suggest improvements.
- Comfortable with technology and happy learning new platforms.
- A clear writer and communicator with a good eye for detail.

- Interested in content, storytelling and making ideas engaging.
- Happy moving between creative work and practical administration.
- Able to prioritise and work independently while keeping me informed and checking priorities when needed.
- Interested in people, psychology, personal development, education or social change.

Experience with basic video editing, social media, WordPress, email marketing and Eventbrite would be useful. You don't need experience with all of them.

Above all, I want someone who is interested in the work, enjoys getting things done and wants to make a positive contribution.

The practical details

- **Rate:** £20 per hour.
- **Hours:** Up to 5 hours per week initially, with flexibility over how the hours are organised.
- **Location:** Flexible remote working, with regular (at least fortnightly) in-person filming or events in or around Lewes, East Sussex.
- **Arrangement:** Freelance, with the opportunity to develop the role as the business grows.

What I'd like this role to achieve

I won't expect you to do all the work above within a limited number of hours! We'll agree priorities regularly, to make sure we're getting the most out of your time.

You'll help me spend less time juggling administration and coordinating content, and more time coaching, creating, developing ideas and working with clients.

Content will be published, events will run smoothly, the website will be more engaging, and promising ideas will turn into real projects and opportunities.

Most importantly, you'll help good ideas reach more people and contribute to work that aims to make a meaningful difference.

How to express interest

Please email me at info@richarddocwra.com explaining who you are, the skills you could bring and why the opportunity appeals to you. Also, include an up-to-date CV.

I'd also love to see examples of relevant work, whether that's a podcast or video you've edited, a website you've helped manage, social content you've created or a project you've organised.