Community & Content Manager

SAWN TO BE WILD · JOB DESCRIPTION · NOVEMBER 2026

Role at a glance

You'd be the face of Sawn to be Wild in the community: getting to know local groups, helping run install days, filming them, and sharing the story in a way that brings in new hosts and sponsors.

Job title	Community & Content Manager
Reports to	Jack Ellis, co-founder
Employer	London Box Sash Windows Ltd, our founding partner, to begin with. You'll work on Sawn to be Wild.
Location	Raynes Park, south-west London, getting out and about across south London
Salary	£32,000–£38,000 a year, depending on experience (pro rata for part-time)
Hours	Full-time, 5 days a week. Saturday is one of your working days most weeks, with a weekday off in its place. We're also open to part-time for the right person, so do talk to us.

About Sawn to be Wild

We make bird boxes, solitary bee hotels and bat boxes from offcut timber that the construction industry would otherwise have wasted. Local businesses sponsor them, so they're free for the people who host them: households, schools, scout groups, allotments, churches and community gardens.

Every habitat has its own QR code and web page, so hosts and passers-by can log the wildlife that moves in. Together they form the Sawn to be Wild Habitat Network. Our mission is to make Britain's gardens and streets wilder, one stepping stone at a time.

We're starting in south-west London, and we'll grow as more local businesses come on board as sponsors.

The role

This is a hands-on, out-and-about job, and Saturday is our busiest day. You'll meet the community groups who'd like habitats, build a relationship with them and plan install days together. On the day, you'll help run the install and capture it on camera. Back at base, you'll turn that footage into posts and Reels, help keep our Instagram running, and follow up so every group registers its habitats and more people sign up. You'll be the link between what happens on the ground and what people see online.

What you'll do

1. Get to know community groups

- Be the friendly first contact for community groups, schools, scout groups, allotments, churches and housing providers.
- Follow up with groups who've registered interest: visit their spaces, see where habitats could go, and agree numbers and types together.
- Check permissions are in place (landowner, council, school or housing association) and that each group is happy with our host agreement.
- Stay in touch after the install, so groups stay involved, log sightings and tell others about us.
- Find and get to know new groups and local networks, a few at a time.

2. Plan and run install days

- Agree dates with groups and match them to sponsored habitats as funding comes in.
- Organise the day: habitats, fixings, tools, volunteers and a simple plan for who does what.
- Make sure habitats go up in good spots and safely, especially at height.
- Help hosts register each habitat on the day, using the code on its back panel, so it appears on our map.

3. Film and photograph everything

- Capture install days, sightings, hosts and our workshop, where offcuts become habitats.
- Shoot short vertical videos for Reels and photos for posts.
- Edit clips into finished Reels: cuts, captions, music and pacing.
- Ask permission before filming anyone, and take care with children: we never identify a child in a post.
- Save everything to our content library so it's easy to find and reuse.

4. Help run our social media

- Look after our Instagram day to day. Draft posts are prepared each week; you'll review them, add your own photos and videos, and approve them or send them back.
- Keep posts going out on schedule, one a day, following our simple content guidelines.
- Reply to comments and messages, and spot good stories and sightings to share.
- Help us grow on other channels, such as Facebook groups, Nextdoor, TikTok and LinkedIn.

5. Grow the network

- Make the most of every install day to welcome new hosts: neighbours, parents, volunteers and local businesses.
- Follow up on habitats that haven't been registered yet, so every box is on the map.
- Keep track of hosts, habitats, sightings, posts and sign-ups, and share a short update each month.
- Collect real stories, photos and numbers we can show sponsors, and pass on any sponsor leads.

Who we're looking for

Above all, we're looking for someone who cares about what we're doing, enjoys meeting people and loves making content. You might be chatting to a head teacher in the morning, helping at an install day at lunchtime and editing a Reel in the evening.

What you'll need

- A warm, confident way with people, in person, by phone and by email.
- Experience shooting and editing short videos on a phone or camera (we'd love to see examples).
- Experience running a social media account, whether for a brand, a club, a community or yourself.
- Good organisation: keeping track of lots of groups, dates and follow-ups.
- Happy doing practical, outdoor work, including carrying kit and working safely at height.
- Able to work most Saturdays, as that's when community groups and schools are free. We're happy to talk about some flexibility.
- A real passion for the Sawn to be Wild mission: making Britain's gardens and streets wilder, and giving offcut timber a second life as homes for wildlife. You'll be telling this story every day, so it helps to believe in it.

Great if you also have

- Community engagement, volunteering, events or outreach experience.
- Some knowledge of UK garden wildlife and habitats.
- Experience with Airtable or similar, Canva, CapCut or other editing tools.
- A full UK driving licence.
- Local knowledge of south London.

How we'll know it's going well

In your first 3 months, we'd hope that:

- You've met the community groups in our first area and agreed their spaces and habitat numbers with them.
- The first install days are done, filmed and shared.
- We're posting every day, with Reels a regular part of the mix.
- Every habitat that goes up is registered and on the map.

By 6 months:

- Install days are happening regularly across south London.
- More followers, hosts and community groups are joining each month.
- We have a good library of stories, photos and numbers to share with sponsors.
- Groups are starting to recommend us to each other.

Practicalities and how to apply

- We'll provide all the kit you need: a phone and camera equipment for filming, plus tools and fixings for install days.
- Travel across London is part of the job. We'll talk through travel and expenses with shortlisted candidates.
- You'll need a DBS check. The level depends on the work, and we'll arrange it.
- If you need any adjustments to apply or to do the job, just let us know.

To apply, register your interest at sawntobewild.com/jobs. It takes about 3 minutes, and we'll ask for links to your social accounts and 2–3 pieces of your work. We'll invite shortlisted people to complete a full application. Applications are open until the role is filled.