Communications Officer

(Project Support)

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
FFI Vice-president
Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Communications Department

This is an exciting time to join our growing communications team. FFI’s new Business Plan sets out ambitious goals for increasing our profile and influence, recognising the importance of communications not only for income generation but also as a key ingredient of conservation success. You will be joining a highly skilled and supportive team and will also work closely with the wider development team and colleagues across the organisation to achieve our shared mission of protecting the world’s threatened species and ecosystems.

The Opportunity

We are seeking a Communications Officer (Project Support) to help us continue to improve the quality of FFI’s communications across our global portfolio. This is a challenging and exciting role, with the chance to use your skills to make a real difference to FFI as we strive to protect threatened species and habitats around the world.

The primary focus of this role is to provide content for FFI global communications, and to support and guide colleagues to ensure that their communications activities are well thought through and of a high standard. The role is less focused on developing creative materials, although this may be required from time to time. The role will be well suited to a highly organised individual with excellent people skills who is passionate about the role that communications plays in modern-day conservation and who enjoys mentoring and supporting colleagues.

You will enjoy working in a dynamic and fast-paced environment, where the ability to respond swiftly to changing organisational and team needs is paramount. In return, we offer the opportunity to work for a ground-breaking organisation at the forefront of global conservation, with generous pension contribution, attractive annual leave allowance and life insurance.

Our offices are located in The David Attenborough Building in central Cambridge, just a few minutes' walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.
Terms and Conditions

Start Date: As soon as possible

Duration of Contract: Permanent

Probation Period: Six Months

Salary: Circa £25,000 per annum

Location: Fauna & Flora International, Cambridge

Benefits: 25 working days’ annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed.

For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months’ continuous employment.

Group Life insurance, currently set at a benefit of 4 x basic salary

Hours of Work: This is a full-time position, working hours are Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

Job Description

Job Title: Communications Officer (Project Support)

Reporting to: Head of Communications

Key Relationships: Regional teams
Communications Manager (Design & Online)
Digital Communications Officer
Communications Specialist
Communications Executive (Press & Media)
Communications Executive (Social Media)
External consultants

Purpose:
The Communications Officer (Project Support) supports conservation teams with their local communications needs, guiding them towards strategic, objectives-led communications activities and ensuring greater cohesion and information flow between in-country teams and the global communications team, as well as sourcing content for FFI global communications.
Specific Duties:
- Guide colleagues to think strategically about communications, with well planned activities based on clear objectives and target audiences, where appropriate by assisting colleagues to develop communications strategies and annual plans and/or by delivering training workshops.
- Help ensure regional teams’ communications outputs are well aligned with global communications objectives.
- Provide practical support and advice to help teams create materials that look professional and on-brand, and are well-suited to objectives and target audiences.
- In consultation with the Head of Communications, advise colleagues on communications elements of grant proposals, ensuring that these are well thought through with clear communications and conservation objectives, follow best practice, and do not conflict with global priorities.
- Track global-priority communications commitments to donors and help ensure these are met.
- Ensure that any communications commitments in grant agreements are shared with the Head of Communications for review.
- Help foster stronger links and working relationships between regional teams and the global communications team, and improve information flow between project teams and the global communications team based in Cambridge (and vice-versa).
- Keep the global communications team informed of interesting project activities, and help gather the information needed to turn these into strong news stories.
- Ensure that videos produced in-country are on brand and follow best practice.
- Ensure that images, videos and other project communications materials are shared with the global communications team.
- Ensure that project descriptions are kept up-to-date on FFI’s website and on FocalPoint (FFI’s project management platform).

Other duties:
- Where required, support with creating content for FFI’s website, publications and social media channels.
- Represent FFI at donor events.

Person Specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• Highly organised, with a proven ability to manage multiple projects and deadlines simultaneously • Excellent written English skills • Excellent proof reading skills and attention to detail • Competent user of Microsoft Office programmes • Proven ability to develop strong working relationships quickly • Intuition for and understanding of what makes a good story</td>
<td>• Working knowledge of Adobe Acrobat Pro and Adobe Creative Cloud • Working knowledge of WordPress as a CMS • A second language (particularly Spanish, French, Portuguese, Indonesian, Khmer, Vietnamese or Burmese)</td>
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<td>Knowledge and experience</td>
<td>Behavioural qualities</td>
<td>Other</td>
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| • A solid understanding of strategic, objectives-led communications  
• Experience of working effectively with teams based remotely  
• An understanding of graphic design processes, and experience of working with designers to produce high quality print materials  
• A degree or vocational qualification in a relevant discipline  
• Substantial proven experience in communications  
• A good understanding of conservation issues | • Creative, resourceful and pragmatic  
• Builds positive personal and organisational relationships  
• Team oriented  
• Self-motivated and driven by results  
• Able to remain calm and professional when under pressure  
• Able to manage expectations  
• Able to be assertive when necessary, while maintaining strong working relationships  
• Enjoys problem solving and project management | • Entitlement to work in the UK  
• Ability to undertake international travel for business on occasion (if required) |

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to anna.quenby@fauna-flora.org

Please mark your application ‘Communications Officer (Project Support)’.

The closing date for applications is Monday, 31 August 2020. Interviews are likely to be held during the week commencing Monday, 14 September 2020. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.
Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

**Applicants with Disabilities**

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Officer, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity.