



Communications Assistant

“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 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 Assistant to provide administrative and creative support to the communications team. This is an exciting role, with the chance to use your skills to make a real difference to FFI as we strive to effectively communicate the solutions and challenges facing threatened species and habitats around the world.

The Communications Assistant will play a central role in the communications team, coordinating team meetings, providing logistical support to campaigns and uploading and scheduling content. You will have excellent organisational skills and will understand how to communicate stories in an interesting and engaging way. The role will be well suited to a highly motivated individual who enjoys working in a fast-paced team and is passionate about the role that communications plays in modern-day conservation.

You will enjoy working in a dynamic 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 £20,000 per annum
Location:	Fauna & Flora International, Cambridge, UK (some remote working from within the UK may be considered).
Benefits:	<p>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.</p> <p>For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment.</p> <p>Group Life insurance, currently set at a benefit of 4 x basic salary.</p>
Hours of Work:	This is a full-time position working 37.5 hours per week, Monday-Friday inclusive.

Job Description

Job Title:	Communications Assistant
Reporting to:	Head of Communications
Key Relationships:	Communications Team Digital Marketing Team Fundraising Teams Programme Teams

Purpose:

The Communications Assistant will deliver key administrative and creative support to the communications team, helping to upload and schedule content and provide communications support to staff.

General responsibilities:

- Manage administrative tasks
- Support the communications team with uploading and scheduling content
- Provide communications support to FFI staff

Specific duties:**Manage administrative tasks:**

- Coordinate team meetings and disseminate notes and action points afterwards.
- Help manage the planning documents for the communications team.
- Support the Head of Communications in preparing communications reports.
- Raise purchase orders and manage invoices.
- Manage communications team memberships and subscriptions and ensure these are kept up to date.
- Coordinate the distribution of FFI's print publications to relevant stakeholders.
- Manage FFI's print and electronic archives of past publications.

Support the communications team with uploading and scheduling content:

- Manage the content pipeline using Trello.
- Support the communications team with uploading content to the website, including sourcing imagery.
- Support the communications team with researching news stories and blog posts for the website.
- Liaise with staff across the organisation to ensure website content is kept up to date.
- Support the communications team with uploading content to the website and social media platforms.
- Support the Social Media Officer with sourcing imagery and scheduling content for the social media platforms.
- Support team members with community management on online platforms.
- Monitor, analyse and report on key website and social metrics and help to produce regular reports.

Provide communications support to FFI staff:

- Field general email queries from staff.
- Coordinate the communications inductions for new starters within the organisation.
- Support the Communications Officer (Project Support) with providing training to colleagues and partners.
- Help keep the communications section on our FFI up-to-date and user friendly.
- Handle logo requests from staff and advise on brand requirements.

Other duties:

- Provide logistical support to campaigns.
- Track communications commitments to donors and help ensure these are met.
- Monitor and archive daily media coverage and help produce regular PR reports.
- Act as the point person for external communications partnerships and collaborations.
- Help proofread documents produced by the communications team and other staff.
- Carry out any other reasonable duties which are consistent with the post and the aims and objectives of the position, including attendance of FFI fundraising events.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Highly organised, with a proven ability to manage multiple projects and deadlines simultaneously • Excellent written English • Excellent proof-reading skills and attention to detail • Ability to organise and plan workloads efficiently • Competency with Microsoft Office • Fluent in English (spoken and written) 	<ul style="list-style-type: none"> • An understanding of best practice for website writing • Working knowledge of WordPress • Knowledge of Adobe Acrobat Pro and Adobe Creative Cloud
Knowledge and experience	<ul style="list-style-type: none"> • A degree in a relevant discipline and/or at least one year's experience in a similar role • Experience of providing administrative support for a fast-paced team • Experience of managing a varied and demanding workload 	<ul style="list-style-type: none"> • An eye for design or graphic design experience • A good understanding of conservation issues • Experience in the conservation and/or charity sector
Behavioural qualities	<ul style="list-style-type: none"> • Creative and resourceful • Builds positive relationships internally and externally • Team oriented • Self-motivated and driven by results • Able to remain calm and professional when under pressure • Commitment to FFI's mission and values 	
Other	<ul style="list-style-type: none"> • Pre-existing right to work in the UK 	<ul style="list-style-type: none"> • Able and willing to undertake travel, if needed

FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora International (FFI) is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

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 commsrecruitment@fauna-flora.org

Please mark your application **Communications Assistant**.

The closing date for applications is **Sunday, 28 November 2021**.

Interviews are likely to be take place week commencing **Monday, 6 December 2021**.

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 Adviser, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity