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## **Communications Assistant**

“In the past century Fauna & Flora 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,**  
Fauna & Flora Vice-president

# Fauna & Flora

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

## Communications Team

This is an exciting time to join our growing communications team. Fauna & Flora's strategy 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 Fauna & Flora. Our team works to find engaging and impactful ways to communicate with different audiences the urgency, importance and hope of our work with global network of partners to address the challenges of biodiversity loss and threatened species and habitats around the world.

The Communications Assistant will play a central role in the communications team, ensuring smooth day-to-day running of tasks spanning everything from content uploading to procurement and finance processes to keeping team meetings on track. In this role you will also have the chance to flex your creative muscles and learn more about real-world conservation, as you will be helping to produce content including printed materials, website and social media content, video and photography.

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 nature 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.

**This role is not eligible for sponsorship for a Skilled Worker Visa.**

# Terms and Conditions

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Permanent
<b>Probation Period:</b>	Six Months
<b>Gross Salary Range:</b>	£22,000 - £24,000 per annum
<b>Location:</b>	Fauna & Flora, Cambridge Current policy offers partial remote working within the UK
<b>Benefits:</b>	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 Fauna & Flora UK offices are closed  For employees on UK-based contracts, Fauna & Flora 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
<b>Hours of Work:</b>	This is a full-time position, working 37.5 hours per week, Monday to Friday inclusive. Part-time hours would be considered with a minimum of 80% time.

## Job Description

<b>Job Title:</b>	Communications Assistant
<b>Reports to:</b>	Content Manager
<b>Key working relationships:</b>	Communications Team Digital Marketing Team Fundraising Teams Programme Teams

### **Purpose:**

The Communications Assistant will provide key creative and administrative support to the communications team, helping to develop content for Fauna & Flora's website, social media channels and publications, while also providing practical support such as uploading and scheduling content, supporting with procurement and finance processes, and enabling smooth team operations.

### **Main Duties:**

- Create content for Fauna & Flora's website, social media channels and publications
- Support the team with content administration
- Manage general administrative tasks

### **Specific duties:**

#### **Create content for Fauna & Flora's website, social media channels and publications**

- Under the direction of the Content Manager, Website Manager, Senior Writer and Digital Communications Manager, support the production of new website content by drafting, laying out and proof-reading pages and posts.
- Under the direction of the Social Media Manager and Digital Communications Manager, create written and audio-visual content for Fauna & Flora's social media channels, following guidance on channel tone and best practice.
- Under the direction of the Senior Writer, support with the production of Fauna & Flora's membership magazine where needed, including drafting, chasing and reviewing content, and sourcing imagery.
- Under the guidance of the Content Manager and Senior Writer, support with the creation of Fauna & Flora's Annual Report & Accounts, Conservation Report, and other documents.

#### **Support team with content administration**

- Upload and schedule content to the Fauna & Flora website and social media platforms (including sourcing imagery).
- Keep key website pages up to date.
- Support with community management on online platforms.
- Keep the communications section on *Canopy* up-to-date and user friendly.
- Support with content planning and coordination activities.
- Support with chasing information and approvals needed to progress content briefs and deliverables, as well as approvals for communications materials (e.g. Annual Report & Accounts, magazine)
- Ensure that Monday.com and other planning tools are kept up to date.
- Support the Internal Communications Manager and Designer with the roll out of the new brand, by designing, ordering and mailing key materials.
- Handle logo requests from staff and support designer to manage incoming design requests and brand queries.
- With guidance from the Digital Communications Manager and Social Media Manager, help gather data and report on the performance of digital content.
- Support the Media Manager with creating press lists, tracking media coverage and issuing press releases.
- Help the team to source high quality imagery and footage from in-house and external libraries.
- Support the Communications Manager (Programmes) with managing information flow and requests from programme teams, including participating in programme team meetings.
- Under the guidance of the Website Manager and Digital Communications Manager, help to carry out audit reviews of certain website content to flag and address issues, and make improvements to existing content agreed with the Website Manager.
- Help keep the Digital Assets Library up to date.

#### **Manage general administrative tasks**

- Support the team with financial, procurement and travel administration, including:
  - Devising, creating and updating reporting spreadsheets to help team track expenditure against budget
  - Ensuring that correct procurement procedures are followed
  - Helping to draw up consultancy contracts, including liaising with the Legal and Finance teams on approvals
  - Raising purchase orders and managing invoices
  - Booking travel for staff and consultants, following Fauna & Flora's policies and procedures
  - Supporting team managers to ensure that travel and health and safety policies and procedures are followed (including duty of care for third parties)
  - Ensuring team timesheets are submitted
  - Managing communications team memberships and subscriptions and ensuring these are kept up to date.
  
- Support the team with email, meeting and recruitment administration, including:
  - Helping the Director, Communications to triage requests coming into their email inbox and manage their diary.
  - Managing the admin of communications email inboxes and distribution lists, passing queries on to relevant team members as required.
  - Fielding general email queries from staff and supporters.
  - Supporting with recruitment administration, including downloading and filing applications, scheduling interviews and booking rooms.
  - Managing the communications inductions for new starters within the organisation.
  - Coordinating team meetings including managing room booking and audio-visual logistics, taking and disseminating notes, and ensuring that action points are followed up in a timely fashion.

**Other duties:**

The Communications Assistant will be expected to work with the communications team on ad-hoc requests, including (but not limited to) the below:

- Provide logistical and creative support to help team deliver major communications campaigns.
- Help track communications commitments to donors and helping ensure these are met.
- Coordinate the distribution of Fauna & Flora's print publications to relevant stakeholders.
- Support the Director, Communications in preparing communications reports.
- Support programmes and partners with specific requests identified as being important.
- Carry out any other reasonable duties that are consistent with the post and the aims and objectives of the position, including attending Fauna & Flora fundraising events.

# Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Highly organised, with a proven ability to manage multiple projects and deadlines simultaneously</li> <li>• Excellent written and verbal communication skills</li> <li>• Excellent interpersonal skills</li> <li>• Excellent proof-reading skills and meticulous attention to detail</li> <li>• Competency with Microsoft Office</li> <li>• Fluency in English (spoken and written)</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of best practice for website writing</li> <li>• Working knowledge of WordPress</li> <li>• Knowledge of Adobe Acrobat Pro and Adobe Creative Cloud</li> <li>•</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing excellent administrative support for a fast-paced team, including meeting coordination, travel logistics and following finance and procurement processes</li> <li>• Experience of managing a varied workload</li> <li>• Ability to communicate stories in an interesting and engaging way</li> </ul>	<ul style="list-style-type: none"> <li>• An eye for design or graphic design experience</li> <li>• A good understanding of conservation issues</li> <li>• Experience of overseeing the production of printed materials</li> <li>• Experience of film-making, video editing and photography</li> <li>• Experience in the conservation and/or charity sector</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Creative and resourceful</li> <li>• Builds positive relationships internally and externally</li> <li>• Demonstrates Fauna &amp; Flora's values</li> <li>• Team oriented</li> <li>• Self-motivated and driven by results</li> <li>• Able to remain calm and professional when under pressure</li> <li>• Commitment to and empathy with Fauna &amp; Flora's mission</li> </ul>	
<b>Other</b>		<ul style="list-style-type: none"> <li>• Able and willing to undertake travel, if needed</li> </ul>

# Fauna & Flora 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 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 inclusive, supportive & respectful
- We get things done

## How to Apply

Applications should consist of the following:

- Covering letter explaining why you are applying, relating your experience and skills to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to [commsRecruitment@fauna-flora.org](mailto:commsRecruitment@fauna-flora.org)

Please mark your application '**Communications Assistant**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **1 October 2023**. Interviews are likely to take place during the week commencing 9 October 2023.

No agencies please.

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

Fauna & Flora 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, People Adviser, on Tel: +44 (0)1223 749044 or Email: [jade.bedwell@fauna-flora.org](mailto:jade.bedwell@fauna-flora.org)

Fauna & Flora values diversity and is committed to equality of opportunity