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Communications Officer, Partnerships & Content

“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 communications team. Fauna & Flora's new conservation strategy recognises the vital importance of raising our visibility to audiences that can help us achieve our vision of a world where both nature and people thrive. We need to reach individual donors, philanthropists, local communities, governments and businesses in a way that resonates with them and persuades them to play their part in saving nature, together. This new role will play a pivotal role in helping us to achieve cut-through and impact.

Our work is global, supporting colleagues and partners around the world to create impact through communications and strategic, striving to ensure that everything we do helps Fauna & Flora reach its goals.

Our work is creative and inspiring, harnessing the beauty of nature and the hope of communities to show how together we can both stop biodiversity loss and improve the lives of people.

We are passionate about what we do and the power of communications to bring change and work with colleagues to understand their challenges and how as a team we can bring real value. We strive to work strategically, ensuring our content and approach works for target audiences and learning along the way.

The Opportunity

To help us maximise our work with funding partners and strengthen the wider work of the communications team we are seeking a Communications Officer, Partners & Content to create engaging and inspiring communications plans and content to help us reach target audiences.

We know that we have been too quiet for too long but the urgency of the nature and climate crisis means that we need more people to know more about our unique work and influence in nature conservation. You will bring ideas, energy and ambition to help us redefine our communications work with trusts, foundations and other organisations that support our work, to help us towards our organisational objectives.

You will be a talented wordsmith – knowing how to engage different audiences whether through our website, publications or social media. Always listening to what is needed, understanding why and when, and then delivering on time to a high standard.

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, life insurance

and salary exchange schemes.

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. Our hybrid working policy currently brings us together in the office for minimum of one day a week.

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

Terms and Conditions

Start Date: As soon as possible

Duration of Contract: Permanent

Probation Period: 6 months

Gross Salary: £31,505 per annum

Location: Fauna & Flora, Cambridge
Current policy offers partial remote working within the UK

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 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

Hours of Work: This is a full-time position, working 37.5 hours per week, Monday to Friday inclusive.

Job Description

Job Title: Communications Officer, Partnerships & Content

Reports to: Brand & Content Creation Manager (currently vacant so reporting to Director, Communications in interim)

Key working relationships: Digital Communications Manager
Senior Writer
Website Manager
Social Media Manager
Communications Manager, Programmes

Purpose:

The Communications Officer, Partnerships & Content is responsible for creating inspiring, engaging content that helps us in our mission to save nature together. They will focus on making sure that we are both maximising the communications opportunities and fulfilling the communications commitments created by our funding partnerships. They will work as part of the content creation team helping to support the work of the wider organisation through high quality innovative content.

Communications for funding partners

- Understand Fauna & Flora's relationships with key funding partners and produce high quality communications work to support the partnerships and help deliver our organisational goals
- With the support of the Communications team, create communications strategies for partnerships as needed and lead on their roll-out
- Ensure close collaboration with the relevant partner point person within Fauna & Flora and with communications contact within partners

Content ideation & development

- Contribute to the creative response to strategic briefs, working with the wider team to help develop ideas that will have strategic impact
- As directed by line manager, manage content production projects, including joining cross-team working groups, to turn ideas into reality
- Support the Social Media Manager to devise and test new ideas for key channels
- Ensure approval procedures are followed for content you work on

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

- Work to briefs, create high-quality written content to support communications campaigns and other activities
- In consultation with the Brand & Content Creation Manager and or/Website Manager, respond to requests to produce new website content, including drafting, laying out and proof-reading pages and posts
- Support the production/editing of collateral needed for CEO and Senior Leadership Team
- Provide communications content support for special projects and campaigns as needed
- In collaboration with the Social Media Manager and Digital Communications Manager, create content for Fauna & Flora's social media channels, follow guidance on channel tone and best practice and contribute ideas to keep these channels vibrant and successful
- Support the Media Relations Manager with responding to enquiries e.g., researching relevant ideas and stories
- Support the production of Fauna & Flora's membership magazine, including drafting, chasing and reviewing content, sourcing imagery, and contributing to design decisions

- Support the creation of Fauna & Flora’s Annual Report & Accounts, Conservation Report, and other key organisational documents, including researching and writing content, proof reading, and sourcing imagery, and (where needed) managing production schedules
- Create content to support our funding partnerships
- Proofread key documents produced by the communications team and other staff
- 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
- Represent the communications team on internal and external working groups as needed
- Create content and edit copy for print and digital channels
- Working with fundraising colleagues, help create the *Update* newsletter - including content planning, story gathering, writing, production, and distribution

Undertake any other activities that you may, from time-to-time, be asked to perform by your line manager, commensurate with your skills and experience

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent written English • Eye for detail and accuracy • Excellent proof-reading skills • Ability to communicate complex ideas to a non-specialist audience • Ability to write for different audiences • Good written and verbal communication skills 	<ul style="list-style-type: none"> • Basic film/photo editing skills
Knowledge and experience	<ul style="list-style-type: none"> • Experience of producing high quality written content for external use • Experience of producing content for different audiences • Experience of working within a Communications team • An understanding of, or active experience of optimising written content for search • Experience of writing clear and concise copy for external communications, and adapting copy to suit different audiences, channels and content formats • Knowledge of how communications can add value 	<ul style="list-style-type: none"> • An active interest or educational background that involved biology, conservation or zoology • Specific experience adapting scientific writing for non-scientific audiences • Experience of editing and preparing image assets for digital channels • Experience of auditing, consolidating and optimising existing web content • Experience of working for a not-for profit

Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates Fauna & Flora's values • Culturally sensitive • Solutions focused • Meets deadlines • Ability to prioritise • Comfortable working under own initiative and managing tasks with autonomy • Good team player, with ability to develop excellent working relationships 	
Other	<ul style="list-style-type: none"> • Pre-existing entitlement to work in the UK 	

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

Please mark your application '**Communications Officer, Partnerships & Content**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **Monday, 27 May 2024**.

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, by Email: jade.bedwell@fauna-flora.org

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