

JOB DESCRIPTION

JOB TITLE:	Communications Officer
RESPONSIBLE FOR:	Supporting our team's communication services. Sourcing, creating and distributing engaging content for print, digital and social media.
REPORTS TO:	Communications Manager
TIME/DURATION:	37 hours per week
LOCATION:	Based in Manchester with the opportunity to work from home. You will occasionally be required to travel to meetings around the UK and in Europe.
SALARY:	£27,000 - £35,000 based on experience
HOURS OF WORK:	The basic working week is 37 hours. Flexible working will be considered.
ANNUAL LEAVE:	Annual leave entitlement is 25 days plus 8 public holidays
STARTING DATE:	Mid-September onwards
CONTRACT DURATION:	Permanent

ORGANISATION BACKGROUND

Countryside is a multi-disciplinary company, combining the creative skills of a communications agency with the scientific knowledge of an environmental consultancy.

Countryside is also a partner in [Oppla](#), a web-based knowledge hub and community focussed on natural capital, ecosystem services and nature-based solutions. Oppla has grown to become the world's largest community dedicated to nature-based solutions and the Oppla team manages communications for several large scientific research projects (predominantly those funded by the EU Horizon programme).

In this role you will primarily be working on Oppla projects, helping to communicate the latest environmental science to diverse audiences including government, business, civil society, the general public and the scientific community itself.

JOB SUMMARY

We're looking for a motivated, multi-skilled person to join our team and help to deliver ambitious communications for environmental research projects. You'll be working with scientists, graphic designers, copywriters, web-developers and film-makers to produce content and engage our target audiences. As a communications officer you will;

- Support our team in delivering communication strategies for multiple scientific, environmental research projects.
- Write, edit and proofread a range of communications materials for broad audiences, including news items, newsletters, blog posts, policy briefings and reports, scripts for videos and podcasts, and more.
- Produce, schedule and post social media content for professional audiences.
- Oversee the design of communication materials, including publications, graphics and videos.
- Plan and facilitate online and in-person events.
- Monitor and analyse communications activities for project reporting.

This isn't a role where your responsibilities will be neatly defined. The nature of our business means that each day often brings a new set of tasks and challenges, so you'll need to be someone who is calm under pressure, capable of taking the initiative and managing your own workload effectively. If you thrive on variety, then this could be the job for you!

We are a small, creative team that prides itself on producing high quality work in a friendly and transparent manner. We work with a wide range of partners and experts to deliver major projects. We are an equal opportunities employer and operate a proactive environmental policy, seeking to minimise the environmental impacts of everything we do.

ESSENTIAL SKILLS AND EXPERIENCE

- Experience working in communications, public relations, public affairs, a press office, newsroom or equivalent
- Excellent written and verbal communication skills
- Ability to research and produce good quality written information for a range of different audiences
- Ability to work effectively in partnership with people from different disciplines
- Capable of understanding technical reports and analysis and conveying complex information in a clear and concise manner

DESIRABLE SKILLS AND EXPERIENCE

- Skills in creating or editing graphics, images and audio-visual materials
- Experience managing professional social media accounts
- Experience of website content management
- Experience organising online or in-person events
- Knowledge of environmental science, biodiversity and the climate crisis
- Skills in filmmaking
- Multilingual communication. Most of our international work uses English as the primary language but we are working to increase the language skills of our team

PERSON SPECIFICATION

- Flexible and able to tackle new challenges
- Able to manage own workload, make decisions, meet deadlines and deal with competing priorities
- Quick learner and capable of acquiring new skills
- Confident when working with a diversity of people at all levels of seniority
- Willingness to travel nationally and internationally

APPLICATION PROCESS

To apply for the position, please complete our Application Form and upload a copy of your CV. Applications without a fully completed application form will not be considered.

Application form: <https://countryscape.org/communications-officer>

Closing date: Friday 25th August 2023

Interview dates: 5-8th September 2023

Enquiries should be addressed to jobs@countryscape.org