

JOB DESCRIPTION

JOB TITLE:	Digital Communications Assistant
RESPONSIBLE FOR:	Supporting our team's communication services including website content management, posting on social media, communications support and reporting on website and social media analytics.
REPORTS TO:	Head of Communications
TIME/DURATION:	37 hours per week
LOCATION:	Based in Manchester with the opportunity to work from home. You may occasionally be required to travel to meetings around the UK and in Europe.

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 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 the communications for several large scientific research projects. In this role you will primarily be working on Oppla projects.

JOB SUMMARY

We're looking for a motivated person to join our team and help to deliver a range of communications for environmental research projects. You'll work alongside graphic designers, copywriters, web-developers and video editors, as well as our in-house environmental scientists, to produce, distribute and monitor communications content. As a digital communications assistant you will:

- Create, maintain and update website content using Drupal and Squarespace
- Create, send and monitor email newsletters
- Produce, edit and proofread a range of communication materials including news items, newsletters, blog posts, reports, scripts for videos and podcasts
- Create, schedule and post social media content for professional and public audiences on Instagram and LinkedIn
- Provide technical support for online events and facilitation support at in-person events
- Monitor and analyse website and social media activities and produce internal reports
- Provide administrative support including event administration, note-taking and working with colleagues on reports and presentations

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 capable managing your own workload effectively, open to taking on impromptu requests and eager to learn and develop new skills.

We are a small, friendly, creative team that prides itself on working together to produce high quality work. We collaborate with a wide range of external partners and experts to deliver major projects. We are an equal opportunities employer and are taking steps to minimise the environmental impacts of everything we do.

ESSENTIAL SKILLS AND EXPERIENCE

These qualities are an essential requirement of the role:

- A proven understanding of communications, website management and social media
- Experience of managing and creating content for social media accounts on behalf of organisations
- Excellent written and verbal communication skills
- Ability to work effectively in partnership with people from different professional backgrounds including international experts
- Competency in Microsoft Word and PowerPoint

DESIRABLE SKILLS AND EXPERIENCE

These qualities would be useful for the role; but we do not expect candidates to offer all of them:

- Experience of website content management
- Awareness of environmental science, biodiversity and the climate crisis
- Skills in audio-video – e.g. video or podcast editing
- Skills in creating or editing graphics and images
- Proficiency in languages other than English

PERSON SPECIFICATION

- Flexible and able to tackle new challenges
- Proactive and able to anticipate needs or offer suggestions
- Quick learner and capable of acquiring new skills
- Confident when working with a diversity of people at all levels of seniority

CONDITIONS OF SERVICE

SALARY: £24,000 - £26,000

HOURS OF WORK: The basic working week is 37 hours. Some evening or weekend work may occasionally be required for which time off in lieu can be taken.

ANNUAL LEAVE: Annual leave entitlement is 25 days plus 8 public holidays.

APPLICATION PROCESS

To apply for the position, please complete the Application Form on this page and upload a copy of your CV. Applications without a fully completed application form will not be considered. Enquiries should be addressed to jobs@countrylandscape.org

Closing date: Wednesday 8th May at 12:00 noon

Interview date: Friday 17th May

