



JOB DESCRIPTION

Job title: Communications Officer

Grade: Coordinator

Location & travel: Country flexible. Home-based. International travel 1-2 times annually for team meetings. Reliable high-speed Wi-Fi essential

Reporting to: Director of Communications

Key contacts: Director of Development, A Rocha International Communications & Development teams, The A Rocha International team, the A Rocha Comms Collective (communicators from around the A Rocha Worldwide Family)

Terms: Full time (37.5 hours per week) fixed term for 12 months with the potential to extend. Schedule dependent on time zone

Purpose of position: To support the vision and mission of A Rocha by creating engaging and compelling communications about our work for a world where all God's creation is flourishing

Key responsibilities

1. Copywriting

- Alongside others in the Communications and Development team, write and adapt written content for A Rocha International's various communication channels, including social platforms, mailings, annual reports, marketing collateral, fundraising materials and websites

2. Designing and brand work

- In conjunction with the Creative Lead and Social Media & Content Coordinator, implement A Rocha's brand for internal and external communications, including for resources, pitch decks, marketing collateral, social media posts and more

3. Supporting the A Rocha Worldwide Family's communications

- Assist in supporting A Rocha Worldwide to implement the brand effectively by creating brand assets, templates and delivering training
- Participate in the A Rocha Comms Collective

4. Monitoring and reporting

- Collect, analyze and present relevant analytics on a regular basis

5. Supporting film production

- Alongside the ARI communications team, generate ideas for and plan the production of film content
- Communicate with other A Rocha organizations to gather and organize footage

6. Coordinating photography use

- Take, source and select images along with permissions and captions
- Maintain and develop our photographic asset library

7. Maintaining and updating websites

- Alongside others in the Communications team, populate, edit and improve A Rocha International's websites (including the main site, the Resource Hub, the John Stott Birding Day site, and the Intranet)
- Support other A Rocha Organizations to maintain their sites on the same multi-site platform, by offering assistance and training as needed

8. Event support

- Support virtual and in-person events by creating invitations and promotional materials and coordinating the provision of whatever is needed for the event itself (banners, sign up forms, handouts, PowerPoint design etc)

9. Other

- Attend online meetings as required. Assist in the administration of online meetings
- Research grant opportunities
- Draft proposals and reports for foundations and other grant making bodies
- Enter data on our systems, especially donor related information
- Input into development of policies where appropriate
- Other tasks as required

PERSON SPECIFICATION

| Experience & qualifications | Essential | Desirable |
|--|-----------|-----------|
| Undergraduate degree, ideally in a relevant field such as communications/marketing/journalism/graphic design | | |
| 2+ years of professional communications experience | | |
| Proven track record for creating excellent copy across multiple channels | | |
| Experience of working within brand guidelines | | |
| Competence with design software (ideally Adobe Creative Suite and Canva Pro) | | |
| Web design, building, and maintenance, especially using Wordpress with Elementor | | |
| Experience working and/or living cross culturally | | |
| Experience working for a non-profit, even better if in the nature conservation space | | |
| Experience with SEO, google Ad words and implementing a digital marketing strategy | | |
| Experience with content creation for Tiktok | | |
| Copy-editing and proofreading ability | | |

| Skills and personal qualities | Essential | Desirable |
|---|-----------|-----------|
| A committed Christian, able to affirm the A Rocha Commitment to Creation Care | | |
| A love and appreciation for nature, concern for biodiversity loss, and broad understanding of the issues and discourse in nature conservation | | |
| Excellent written and spoken English | | |
| A creative thinker, with ability to generate forward-thinking and relevant ideas | | |
| Passion and aptitude for storytelling in a variety of media and contexts | | |

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| A self-starter with energy and initiative, able to work independently as well as in a team | | |
| Understanding of analytics and using data to inform communication outputs | | |
| Highly organized and able to manage multiple projects, deadlines and tasks concurrently | | |
| Committed to investing in strong team relationships in a mostly-virtual context. | | |
| Fluency in a language other than English | | |
| Ability to edit film and audio content | | |
| Understanding of the potential and limitations of AI in charity communications | | |
| Positive and solution-oriented outlook | | |