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## 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 <a href="#">the A Rocha Commitment to Creation Care</a>		
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		

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		