

Job Opportunity: Communications and Programmes Assistant, The Natural History Consortium

More information about us: www.bnhc.org.uk

PROJECT OFFICER – JOB DESCRIPTION**HOURS/WORKING DAYS:**

1 year fixed-term contract. Full-time, part-time or job-share. Salary £21,000.00 pro rata.

PLACE OF WORK: NHC's office in Bristol City Centre

We are excited to be creating the new role of **Communications and Programmes Assistant** within the small core team at the Natural History Consortium (NHC), that supports the 14 organisations we bring together under our charitable structure.

Whether you are building your career in the environmental sector, or looking to transition from another sector, we'd love to hear from you.

We're open to flexible working hours and full or part-time applications, as long as your working hours are based here in our office in Bristol City Centre.

The main part of the role is "finding the stories" within our suite of regional and national engagement programmes sharing these in engaging ways. We work with stakeholders across the country and communicate with them through a range of channels. We are keen to make more of our social media channels, blogs and mailing lists, and work to ensure we are in touch and on people's news feeds with relevant and engaging content throughout the year.

The role will also involve supporting our programmes through a range of internal communications and administration tasks, and we'd love to ensure that you can build your skills in the areas of most interest.

This role would suit someone who enjoys communicating with people, storytelling, and social media. Moreover, you would be interested in how social media works and strive for the maximum reach on each post. We would love for you to be interested in communication analytics, and how to get the most impact out of every bit of content (even if you need some training and support)

Our programmes reach hundreds of organisations and thousands of individuals each year who are working to take action for the natural world. As such you will need to have excellent verbal communication skills and the ability to communicate effectively with a wide range of people face to face, over the phone, Zoom or via email and direct message. The role will involve writing content, so please do show off your excellent writing skills in your cover letter!

We've asked for you to apply with examples of your previous work including writing or social media posts. We're happy for these to come from your personal life, work, or volunteering experience; we're interested in the reach of the content, and the writing style used. Examples could be from blog posts, websites, newspaper articles, Facebook posts, TikTok videos, tweets, Instagram posts or Youtube videos. Basically anything that influenced an audience or got positive reactions from people in some way!

We'd also love to hear in your cover letter if you have any of the following skills - none of these are essential, and we're equally keen to hear from someone who is passionate and interested in developing these skills.

- Volunteer management - some of our projects include working with a team of volunteer nature influencers.
- Website management - do you know how to use Wordpress? or are you good at SEO? Let us know how you would get more people visiting www.bnhc.org.uk
- Mailing list management - do you know how to use Mailchimp?
- Photography - can you take a great photo? All the best content has beautiful imagery!
- Videography - have you made or edited short films?
- Design Software - have you used Canva or InDesign before?
- Reporting - we would like you to be able to gather information on the impact of your content for us to report back to funders.

As a small friendly team, working at pace, we'd support you to get up and running as quickly as possible to do the same, switching between projects and pieces of work throughout the day. This role is for you if you are highly organised, have a positive attitude, you are a self-starter, and someone who can pick up new skills quickly.

It goes without saying that an interest in wildlife, nature and the environment is important - however, we aren't looking for the next Jane Goodall, so don't worry if your knowledge doesn't match your passion about the natural world!

About Us:

[The Natural History Consortium](#) (NHC) is a charitable collaboration of 14 research, media, policy and conservation organisations working together on a shared mission: Engaging people with nature through collaborative action.

Our partnership brings together regional and national partners to deliver joint projects, allowing us to deliver cutting-edge events, conduct research and evaluation, and create a national platform for the environmental communication sector to share best practice.

NHC's core staff team exists to leverage the resource of the 14 partners who have extensive skills, experience and knowledge and meet regularly to input into NHC programmes. Together, the Consortium have the combined skills and resource to develop and deliver high quality events and have been delivering large-scale collaborative public engagement events since 2003. Each year, NHC engages a dynamic team of volunteers to assist with the annual programme, as well as a small freelance team.

Our current projects include:

- The Bristol and Bath region [City Nature Challenge](#) and coordinating the UK network of city organisers. City Nature Challenge is global initiative to encourage people to connect with nature and record their local wildlife
- [The Festival of Nature](#) - the UK's largest public celebration of the natural world, which has been running since 2003
- [Communicate](#) - the UK's annual conference for environmental communicators
- Implementing [Bristol's Ecological Emergency](#) Strategy

How to apply:

Our small friendly team will be in the office on the 15th, 16th, and 17th December, we highly encourage you to ring us for a chat on 0117 325 2891. If you've missed those dates, please do still apply!

To apply, please send your cover letter and CV, which includes links to examples of your writing and social media content, to info@bnhc.org.uk by 11:59pm on Monday 3rd January 2022. Please state if you would like to apply for this job on a full-time or part-time basis.

Interviews will be held on Tuesday 11th January. They will be in-person at our Bristol City Centre Office, Covid-19 restrictions allowing.

No agencies please.

The Natural History Consortium is a collaboration between Avon Wildlife Trust, Bath and Northeast Somerset Council, BBC, Bristol City Council, Bristol Zoo Gardens, Defra, Forestry England, National Trust, Natural England, University of Bath, University of Bristol, University of the West of England, Wildfowl and Wetlands Trust, and Woodland Trust.



