

# Communications & Engagement Officer

**Contract:** Fixed term contract (18 months)

**Role:** We are open to appointing as either a Part-time (28hrs) or Full-time (35hrs per week) role

**Salary:** £24,675 – £27,000 p.a. (pro rata) dependent on skills and experience

**Interviews:** Online on Monday 19 or Wednesday 21 February

**Deadline for applications:** Thursday 8 February, 9am

**Start date:** Ideally late March (flexible if required)

**Diversity and inclusivity:** We are committed to promoting equality, valuing diversity, and ensuring accessibility. We strive to ensure that our organisation reflects the diversity of the city in which we operate (considering all protected characteristics). We encourage and welcome applications from candidates from all backgrounds and we are open to flexible working requests.

Please contact us for an informal chat about the role (contact details below).

## About Bristol Green Capital Partnership

Bristol Green Capital Partnership is a unique network of 1,100+ member organisations in Bristol and the surrounding region. Our purpose is to catalyse collective citywide action towards a zero carbon, socially just Bristol where our communities and nature thrive.

We collaborate with policy makers, the public sector, businesses, charities, communities, and underrepresented groups to create positive change across climate, nature and social justice.

We are a growing and ambitious team working on impactful citywide projects on climate, nature and social justice. We have a new brand launching soon, including a new name and website, and over the next 18 months we will continue to expand the reach and impact of our engagement with both businesses and communities through new collaborations and grant-funded projects. Please follow our social channels for more information about our new name and brand, launching 1 February 2024.

## About the role

The Communications & Engagement Officer will play a key role in implementing the new brand and providing communications and engagement support across a range of projects and activities.

Working closely with our Communications & Engagement Manager, the successful candidate will create regular content for social media channels and the website, develop a variety of communications assets and resources, organise and support the delivery of events, and help identify new opportunities for impactfully engaging with our members and wider audiences.

We are looking for someone who likes to work creatively, enjoys being proactive and thrives as part of a small, passionate team. This is a varied role, ideal for someone who has experience in communicating with and engaging audiences in a range of different ways.

## Responsibilities

- Work with the Communications & Engagement Manager to support the development and delivery of the Partnership's Communication Strategy;

- Looking after day to day social media scheduling and engagement;
- Produce a range of communication assets for use across various channels including: regular content for the website, social media and newsletters; press releases; reports and infographics to communicate impact; graphics for social media; accessible tools and resources related to our key projects;
- Support the design, delivery and facilitation of engagement events including our monthly networking event - the Green Mingle;
- Help identify opportunities for effectively engaging current audiences and reaching new ones;
- Work with the Communications & Engagement Manager to maximise opportunities to share news, learnings and experience from all our Partnership projects (including the [Climate Action Programme](#) and [Community Climate Action Project](#)) with target audiences outside of the Partnership's network;
- Support the ongoing monitoring and evaluation of communication and engagement activities.

## Person specification

### Essential

#### Experience

- At least two years' communications or engagement experience.
- Experience of communicating with a range of audiences using a variety of tools and approaches.
- Experience of planning and/or supporting the delivery of accessible and engaging events and/or meetings for a diverse range of audiences.
- Experience of evaluating communications activities.

#### Skills and knowledge

- Strong organisational skills and ability to problem solve and multi-task across a range of activities to deadlines.
- Self-motivated, able to work independently and as part of a team.
- A passion for the environmental sustainability sector and awareness of the social and environmental challenges facing the Bristol region.
- Proficient in the use of Microsoft 365 programmes such as Microsoft Teams, Outlook, Excel, Word and Sharepoint.
- Confident in using email marketing software, social media channels/tools and website content management systems (e.g. Mailchimp, LinkedIn, Twitter/X, Facebook, Buffer, Wordpress or alternatives).
- Knowledge of equality, diversity and inclusion principles and how to apply them in practice.

#### Desirable

- Confident design skills using relevant software (e.g. Canva or alternative).

- Experience of using CRM systems (e.g. Salesforce) or databases to manage audience data.

## Benefits

Our organisation aims to create an inclusive working environment where all employees have the space to breathe, learn, share, and grow. Benefits include:

- Company Healthcare Cash Plan and Employee Assistance Programme.
- Two team wellbeing half days each year.
- Cycle to Work scheme.
- Climate Perks scheme, offering paid 'journey days' to staff who travel on holiday by train, coach or boat instead of flying.
- Training and development opportunities and collaborative working groups (focusing on Just Transition and Climate Action Plan).

Employees benefit from a flexible approach to working hours and there is scope to work remotely by agreement, however some office-based working in our central Bristol office will be important (particularly on Tuesdays and Wednesdays).

## How to apply

Send us your CV (or a summary of your experience) and cover letter along with an equalities monitoring form (optional) to [contact@bristolgreencapital.org](mailto:contact@bristolgreencapital.org) with the job title in the subject line. The deadline for application is **Thursday 8 February, 9am**.

Download the equalities form in [Microsoft Word](#) or [PDF](#).

The cover letter should be no more than 2 pages outlining your interest in the role and the suitability of your skills and experience (you may wish to use the person specification sub-headings for this).

Your cover letter and CV should be in Microsoft Word format where possible (not PDF), this is to support us to anonymise the applications ahead of shortlisting to minimise unconscious bias affecting the shortlisting process.

Please include:

- Any working preferences (i.e. hours / days available to work per week).
- Your availability to start.
- Name and contact details for two referees (we will notify you before contacting them).
- Any dates that you would not be available for interview. Interviews will ideally be held online on 19 and 21 February. We will invite shortlisted candidates to make us aware of any reasonable adjustments required for the interview.

If you have any questions or would like an informal discussion about the role, please email questions to [contact@bristolgreencapital.org](mailto:contact@bristolgreencapital.org) along with your phone number. We will aim to get back to you within 3 working days. We are unable to offer sponsorship for work permits or visa applications. Only applicants with the right to work in the UK will be considered.