



Job Title: *Communications Executive: Soils, Farming and the Environment*

About the Opportunity

The [Sustainable Soils Alliance](#) (SSA) is looking for a Communications Executive to help deliver, manage and communicate the Alliance's workstreams relating to one of the emerging, critical environmental issues of our age: healthy soil and its role in farming, sustainable land use and climate change. The role will consist of supporting and working closely with the Executive team and is ideally suited to someone who is looking to establish a career in environmental policy and communications.

About Us:

The SSA was launched in 2017 to address the current crisis in our soils. We have created a unique platform where the scientific community, policy makers, NGOs, farmers and businesses can interact, providing coherence and structure to the challenge of protecting and improving our soils.

The aim of our organisation is to see soil health elevated to where it belongs as an environmental priority alongside air, water and biodiversity. This role will put you at the forefront of achieving this, and maintaining the huge momentum already galvanised around the soil agenda by the SSA.

Our work embraces many of the critical environmental, economic and societal challenges of the day - the impact of climate change on land use, the future of farming, clean and healthy rivers and how to incentivise and regulate the agriculture sector.

About You

We are looking to offer this role to an enthusiastic and personable candidate who is looking for an opportunity to work in a small environmental NGO focused on influencing policy and industry in the UK.

You will be proactive, entrepreneurial and innovative, with a willingness to work collaboratively and supportively as part of a small, friendly team. Above all, you will be fascinated by the challenge of how to communicate sometimes complex research and policy issues in clear, simple accessible language and formats to a variety of audiences.

Ideally you will have had some experience in communications in a professional or academic environment and you will be comfortable with different forms of social media.

You will have outstanding organisational skills and the ability to plan, manage and coordinate tasks to deliver the SSA's workstreams and outputs, and be willing to go the extra mile to see projects through to successful conclusions.

You will relish the opportunity of working for a small organisation with significant influence – first-hand exposure to politicians, academics and the country's leading environmental and conservation organisations as well as learning how an NGO functions from within.

You do not need to have a degree in either environmental science or politics, however you should have a demonstrable genuine interest in both of these areas.

About the Role

You will be joining a small, dynamic team consisting of two Executive Directors, a part-time Project Manager and an Intern. Our work is a balance of responsiveness to external developments and proactive projects, which in due course we will look to you to manage.

Though headquartered in Bristol, we are a small, mostly virtual organisation, and much of our work is online. While we recognise the merits of remote working, we also look to ensure that our team members have regular, day-to-day contact with like-minded people working in the same field and feel part of a professional community.

To that end we have established a 'hot desk' presence in the vibrant offices of partner organisations in central London and central Bristol which team members will have access to. Where needed, we will look to explore similar opportunities for successful candidates in other parts of the country.

The successful candidate should be based in the UK, and it will be expected that they regularly attend in-person team meetings in Bristol or London and, where appropriate, stakeholder meetings and events across the UK. Unfortunately, we are unable to provide sponsorship for international visas. The role will report to one of the Co-Directors.

Responsibilities

The range of activities outlined below will be delivered within a framework for prioritising delivery and outcomes:

- Develop and implement communication strategies for the SSA
- Oversee short and medium-term projects according to pre-defined KPIs and timeframes
- Generate a regular drumbeat of varied written outputs (briefings, infographics, social media etc)
- Establish and maintain relationships with critical stakeholders in policy, research, farming and business
- Identify and analyse relevant policy and research developments
- Carry out in-depth thematic research into land management, farming, soil science and other relevant subjects
- Collaborate closely and responsively with team members
- Quality control of SSA outputs
- Coordination of SSA membership and newsletter
- Maintaining SSA website
- Identification of funding opportunities and scoping of applications
- Assist with meetings planning and meeting output drafting
- Assist with office management, calendar management etc.

Employee Benefits

Working at the SSA you will have the following salary benefits provided:

- 25 days holiday plus English public holidays
- Birthday off
- Pension contributions
- Health insurance
- Life insurance
- Yearly eye test

How to apply

Please read our full job description for this role (below) and submit your CV with a one-page covering letter outlining your motivations for applying to info@sustainablesoils.org by **11:59pm Wednesday 10th July**.

The environmental sector is amongst the least diverse in the UK. We are working internally and with like-minded sister organisations to address this where we can. We hope that the actions we take will ensure the opportunities offered by the SSA are attractive to people from a diverse range of backgrounds, especially those from communities who experience systemic marginalisation. We want the SSA to be a workplace where people feel comfortable, supported and empowered. We know that long lists of criteria can be off-putting and that some candidates will not

apply for a role unless they feel they are 100% qualified. If you feel you meet at least some of the essential criteria and feel passionately about the role, we still encourage you to apply.

| | |
|---|--|
| Job title | Communications Executive: Soils, Farming and Environment |
| Location | Bristol or remote with potential for co-working |
| Hours | Full time (37.5 hours per week) |
| Salary | £34,000 to £38,000 pro rata depending on experience |
| Holidays | 25 days/year plus English bank holidays and birthday |
| Reporting to | Ellen Fay or Matthew Orman (Co-Directors) |
| Start date | 2 September 2024 |
| Duration | Permanent with a 6-week probation period |
| Application deadline | 10th July at 11:59pm (screening interviews will be held on a rolling basis with final interviews held w/b 15 th July via Zoom) |
| Contact | info@sustainablesoils.org |
| Job summary | <p>Our work spans a number of areas, from policy through to public engagement and much in between. You will support the Executive Team by assisting in and managing both project work and daily tasks.</p> <p>You will be an outstanding communicator able to effectively manage remote communications, able to work across a variety of areas, write, manage and deliver content to underpin SSA outputs. You will be an enthusiastic team player.</p> |
| Key responsibilities | <ul style="list-style-type: none"> ● Develop and implement communication strategies for the SSA ● Oversee short and medium-term projects according to pre-defined KPIs and timeframes ● Generate a regular drumbeat of varied written outputs (briefings, infographics, social media etc) ● Establish and maintain relationships with critical stakeholders in policy, research, farming and business ● Identify and analyse relevant policy and research developments ● Carry out in-depth thematic research into land management, farming, soil science and other relevant subjects ● Collaborate closely and responsively with team members ● Quality control of SSA outputs ● Coordination of SSA membership and newsletter ● Maintaining SSA website ● Identification of funding opportunities and scoping of applications ● Assist with meetings planning and meeting output drafting ● Assist with office management, calendar management etc. |
| Qualifications | <p>Essential BA or BSc degree or equivalent experience</p> <p>Desirable Bachelor or Master's degree in environmental science or politics</p> |
| Knowledge, experience and skills | <p>Essential</p> <ul style="list-style-type: none"> ● Ability to understand and communicate science and policy clearly and concisely ● Previous experience in a role requiring outstanding organisational skills, including independent planning, managing and coordination of tasks ● Excellent communication skills (verbal and written) accompanied by proofreading skills ● Proficient IT skills including MS Office (Word, Excel, PowerPoint) ● Excellent interpersonal skills ● Ability to support day-to day admin and office-related tasks |

| | |
|---------------------------|---|
| | Desirable <ul style="list-style-type: none">● Working knowledge of Joomla and Mailchimp● Understanding of soil health and environmental policy |
| Personal qualities | <ul style="list-style-type: none">● Committed to the overarching aims of the SSA and passionate about furthering these● Able to work independently while proactively maintaining internal communications● Demonstrable ability to work proactively and self-organise● Able to work to deadlines and manage time well● Outstanding attention to detail● Flexible and adaptable● Great team player, able to work dynamically within a small team● An honest and open approach to communicating needs and doubts and seeking and receiving direction and feedback |