

**Job Title:** Communications and Public Affairs intern

### **About the Opportunity**

The Sustainable Soils Alliance is looking for a Communications and Public Affairs intern to help monitor and communicate policy relating to one of the emerging, critical environment issues of the age: healthy soil. We are offering a paid internship ideally suited to someone looking to launch a career in environmental politics and communications and gain an understanding of how a small NGO works.

### **About Us**

The Sustainable Soils Alliance (SSA) was launched in 2017 to address the current crisis in our soils. We have created a neutral platform for the scientific community, policy makers, NGOs and stakeholder groups, providing coherence and structure to the challenge of resolving soil degradation. The aim of our organisation is to restore soils to sustainable management within one generation by seeing soil health elevated to where it belongs as an environmental priority alongside clean air and water.

There is a growing awareness that soil needs to sit at the centre of future planning for the environment and the SSA has become the go-to organisation both to drive this forward and to provide the critical detail to make it possible. Your role will put you at the forefront of seeing this unfold and maintaining the huge momentum already galvanised around the soil agenda by the SSA.

### **About You**

We are looking to offer this placement to an enthusiastic and personable candidate, willing to engage proactively with a small team with flexibility and openness. You will be responsive, able to work to deadlines and go the extra mile with team communications to make up for any hurdles presented by remote working.

In return, you will reap the benefits 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. We in turn will help you grow and develop, mentoring you in how to work to briefs and complete project components, where and how to seek support and how to work with feedback.

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.

### **Skills, Experience and Approach**

You will have some or all of the following:

- BA or BSc degree
- Excellent writing skills
- Ability to understand, digest and explain science and policy clearly and concisely
- A well organised and systematic approach and excellent attention to detail
- Social media proficiency
- Solid IT skills – familiarity with Joomla and Mailchimp a bonus
- Ability to support day-to-day admin tasks

You will be:

- Committed to the overarching aims of the organisation and passionate about furthering these
- Eager to learn on the job, develop and participate as part of a team
- Fluid and adaptable in your approach
- Able to find solutions to projects and tasks and to seek targeted help where needed
- A team player, have excellent interpersonal skills, be communicative both within the team and with external stakeholders and colleagues

### **About the Role**

The majority of our work is undertaken by the Executive Team, made up of two Executive Directors and a Research and Communications Executive. The team is based in London and Bristol and is responsible for delivering projects and coordinating the community of experts and collaborators who contribute to these. The role will report to the Research and Communications Executive and one of the Co-Directors but take direction from all three members of the Executive Team.

The SSA is formally headquartered in Bristol, however, we are now more than ever a 'virtual' organisation with no physical office, and the chosen candidate will be able to work remotely. It will be expected that they occasionally attend secretariat meetings in Bristol and, where appropriate, stakeholder meetings in Westminster and elsewhere (Covid depending).

### **Responsibilities**

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

- Research and monitoring of scientific and political developments
- Writing [weekly blog](#) on the latest soil related scientific and political developments
- Maintaining and expanding the SSA's social media presence
- Shared calendar oversight, meetings planning and meeting output drafting
- Assist in drafting and proofreading SSA content and newsletters
- Assist in maintaining the SSA website
- Assist with SSA communications strategy
- Assist on tasks related to the SSA's public engagement project, [uksoils](#)

### **Employee Benefits**

Working at the SSA you will have 25 days annual holiday plus bank holidays and pension contributions.

### **How to apply**

Please read our full job description for this role (below).

Please submit your CV with a one-page covering letter outlining your relevant skills and experience to [info@sustainablesoils.org](mailto:info@sustainablesoils.org).

<b>Job title</b>	Communications and Public Affairs intern
<b>Location</b>	Bristol or remote
<b>Hours</b>	Part-time (5 half days or 3 full days per week) or full time - dependent on candidate
<b>Salary</b>	£17,290 pro rata
<b>Holidays</b>	25 days/year plus bank holidays
<b>Reporting to</b>	Anicée Defrance and Ellen Fay
<b>Start date</b>	TBC, beginning of January 2022
<b>Duration</b>	1 year
<b>Application deadline</b>	31st October at 11:59pm
<b>Contact</b>	<a href="mailto:info@sustainablesoils.org">info@sustainablesoils.org</a>
<b>Job summary</b>	<p>Our work spans a number of areas, from policy through to public engagement and much in between. You will support the Executive Team through 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 and deliver content to underpin SSA outputs. You will be an enthusiastic team player and be willing to give occasional admin support also.</p>
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>● Research and monitoring of scientific and political developments</li> <li>● Writing weekly blog on the latest soil related scientific and political developments</li> <li>● Maintaining and expanding the SSA's social media presence</li> <li>● Shared calendar oversight, meetings planning and meeting output drafting</li> <li>● Assist in drafting and proofreading SSA content and newsletters</li> <li>● Assist in maintaining the SSA website</li> <li>● Assist with SSA communications strategy</li> <li>● Assist on tasks related to the SSA's public engagement project, <a href="http://uksoils.org">uksoils</a></li> </ul>
<b>Qualifications</b>	<p><b>Essential</b> BA or BSc degree</p> <p><b>Desirable</b> Bachelor or Master's degree in environmental soil science or politics</p>
<b>Knowledge and experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>● Identify with SSA core aims</li> <li>● Proficient IT skills including MS Office (Word, Excel, PowerPoint) plus Mailchimp</li> <li>● Outstanding written English accompanied by proofreading skills</li> <li>● Excellent interpersonal skills</li> <li>● Good working knowledge of how to build/maintain social media engagement</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>● Working knowledge of Joomla and Photoshop</li> <li>● Understanding of soil health and environmental policy</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Care deeply about both the objectives and the organisation</li> <li>● Outstanding organisational skills, including planning and coordination</li> <li>● Able to work independently while proactively maintaining internal communications</li> <li>● Able to work to deadlines</li> <li>● Outstanding attention to detail</li> <li>● Great team player, able to work dynamically within a small team</li> <li>● An honest and open approach to communicating needs and doubts and seeking and receiving direction and feedback</li> </ul>