



**Job Title:** *Research, Communications and Content Executive on Soils and Net Zero*

### **About the Opportunity**

The Sustainable Soils Alliance (SSA) is looking for a *Research, Communications and Content 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 contribution to Net Zero. 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 politics and communications in a small environmental NGO working with a wide variety of stakeholders.

### **About Us**

The 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, as well as understanding soils as an untapped solution to meeting Net Zero.

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 role to an enthusiastic and personable candidate who is looking for an opportunity to work in a small environmental NGO focused on influencing policy in the UK. You will have outstanding organisational skills and the ability to plan, manage and coordinate tasks to support the SSA's workstreams and outputs. 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 UK'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 areas.

### **About the Role**

The majority of our work is undertaken by the Executive Team, made up of two Executive Directors, a part-time Project Manager and an intern. You will be working within the team to support the research, delivery and coordination of projects as well as assisting in maintaining and building communications

with the community of experts and collaborators who contribute to these. The role will report to one of the Co-Directors.

The SSA is formally headquartered in Bristol, however, we are a 'virtual' organisation with no physical office, and the chosen candidate will be able to work remotely (UK based). It will be expected that they occasionally attend secretariat meetings in Bristol, monthly team meetings in Bristol or London and, where appropriate, stakeholder meetings in Westminster and elsewhere.

### Responsibilities

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

- Work closely as part of the executive team
- Research and monitoring of scientific and political developments
- Research of specific areas relevant to SSA projects
- Helping ensure delivery of agreed outputs and projects through proactive planning, monitoring, and communication of progress
- Drafting, presentation and proofreading of SSA outputs
- Calendar management/oversight, meetings planning and meeting output drafting
- Assisting with SSA communications strategy (including social media)
- Coordination of SSA membership and newsletters
- Maintaining SSA website
- Identification of funding opportunities and scoping of applications
- Assist with office management and administration

### 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 (see table below) and submit the following via email to [info@sustainablesoils.org](mailto:info@sustainablesoils.org): Your CV and a one-page covering letter outlining your particular interest in soil and policy, and relevant skills and experience.

<b>Job title</b>	Research, Communications and Content Executive
<b>Location</b>	Bristol or remote (UK based)
<b>Hours</b>	Full time (37.5 hours per week)
<b>Salary</b>	£30,500 pro rata
<b>Holidays</b>	25 days/year plus bank holidays
<b>Reporting to</b>	Ellen Fay and Anicée Defrance
<b>Start date</b>	Beginning of August 2022
<b>Duration</b>	Permanent with a 6-month probation period
<b>Application deadline</b>	24th July at 11:59pm (interviews will be held on a rolling basis)
<b>Contact</b>	<a href="mailto:info@sustainablesoils.org">info@sustainablesoils.org</a>
<b>Job summary</b>	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. 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.

<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>● Work closely as part of the executive team</li> <li>● Research and monitoring of scientific and political developments</li> <li>● Research of specific areas relevant to SSA projects</li> <li>● Helping ensure delivery of agreed outputs and projects through proactive planning, monitoring and communication of progress</li> <li>● Drafting, presentation and proofreading of SSA outputs</li> <li>● Shared calendar oversight, meetings planning and meeting output drafting</li> <li>● Assisting with SSA communications strategy (including social media)</li> <li>● Coordination of SSA membership and newsletters</li> <li>● Maintaining SSA website</li> <li>● Identification of funding opportunities and scoping of funding proposals</li> <li>● Assist with office management and administration</li> </ul>
<b>Qualifications</b>	<p><b>Essential</b> BA or BSc degree or equivalent experience</p>
<b>Knowledge, experience and skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>● Ability to understand and communicate science and policy clearly and concisely</li> <li>● Previous experience in a role requiring outstanding organisational skills, including independent planning, managing and coordination of tasks</li> <li>● Excellent communication skills (verbal and written) accompanied by proofreading skills</li> <li>● Proficient IT skills including MS Office (Word, Excel, PowerPoint)</li> <li>● Excellent interpersonal skills</li> <li>● Ability to support day-to day admin and office-related tasks</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>● Working knowledge of Joomla and Mailchimp</li> <li>● Understanding of soil health and environmental policy</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Committed to the overarching aims of the SSA and passionate about furthering these</li> <li>● Able to work independently and remotely while proactively maintaining internal communications</li> <li>● Demonstrable ability to work proactively and self organise</li> <li>● Able to work to deadlines and manage time well</li> <li>● Outstanding attention to detail</li> <li>● Flexible and adaptable</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>