



Position Vacancy

Communications Coordinator

Location: Bristol, UK

Closing date for applications: 23 March 2020

Contract status: National post

Start date: 23 April 2020

Contract duration: Full time permanent position

Remuneration: Competitive dependent on experience

We rebuild tropical fisheries with coastal communities

Blue Ventures develops locally led approaches to marine management that benefit people and nature alike. By listening and responding to basic needs, we design our models to catalyse and sustain marine conservation, unlocking the potential of coastal communities to manage their resources. We work in places where the ocean is vital to local cultures and economies, and are committed to advancing the rights of small-scale fishers throughout the coastal tropics.

Summary job description

The role of Communications Coordinator provides a broad range of support to our conservation team, to promote the effective communication of our programmes across our expanding global team. Reporting to the Communications Manager, this full-time role is based from Bristol with occasional national and international travel.

The role offers the opportunity to gain experience of working on a wide range of communications tasks including writing, editing and proofing, fact checking, design and website content management and researching communications opportunities within Blue Ventures' programmes. The evolving nature of the organisation will give the candidate opportunities for innovation and original thinking when delivering tasks, suiting an experienced candidate with a proactive autonomous approach.

Blue Ventures is a fast growing and mission-driven social enterprise, offering excellent opportunities for further professional development.

Candidate profile

The successful candidate will be a motivated, proactive and highly organised individual.

You will demonstrate a proven track record of communications experience, as well as exceptional written communications. Ideally, you will have experience of community-based conservation and development initiatives.

We are looking for an individual who is open to new ideas and embraces innovation, who can demonstrate experience of building effective working partnerships across organisations. Assessment of applications will include candidates' alignment with Blue Ventures' core values and mission to support human rights-based approaches to marine conservation and fisheries management.

The successful candidate will have a strong knowledge of the small-scale fisheries, marine conservation and international development sectors. You'll be able to engage proactively in a range of different audiences with your writing, and comfortable taking a story all the way from an idea to a variety of published outputs depending on the context.

You will be able to demonstrate empathy, humility and sensitivity in your writing, and will communicate in a style that exemplifies Blue Ventures' core values.

You will thrive in environments that are dynamic, fast-paced, collegiate and ambitious, and be able to demonstrate experience of working independently and solving complex problems in challenging situations. Above all, you will be motivated, adaptable and have outstanding communication skills.

Responsibilities

Communications & media

- Coordinate editing, proofing, copy-writing, design and production of communications materials and key publications
- Write and/or edit news articles, press materials, photo stories and wider digital communications content to agreed timescales and priorities
- Pitch and write articles for external magazines, newspapers etc.
- Undertake content creation and photography projects as required
- Coordinate updates to website content, ensuring internal coherence and fit with key messages and branding
- Support other members of the team in identifying communications priorities from their work and identify the correct channel(s) for those outputs
- Coordinate and maintain appropriate and consistent language and terminology across all communications and media

- Work closely with members of the communications team to ensure timely and balanced publication of digital communications from across our programmes and sites internationally
- Contribute to training of staff on communications, including writing and design, where necessary and ensure staff are well briefed on key communications issues
- Coordinate content updates to the communications section of the BV staff intranet
- Actively check facts to ensure the accuracy of communications outputs
- Proactively lead internal communications plan
- Proactively seek media opportunities to showcase our learning and work

Management and strategy

- Oversight of communications calendar, proactively planning content for Blue Ventures' direct implementation conservation programmes
- Work with the Communications Manager to identify sector trends and best practice to incorporate into Blue Ventures' outputs
- Contribute to communications team strategies and wider development opportunities

Fundraising and development

- Work to support external events to maximise amplification of Blue Ventures' messages to audiences
- Proactively review fundraising and development proposals to highlight forthcoming communications opportunities, creating a pipeline of stories to the amplify BV's work
- Work collaboratively with the Communications Manager and the Development team to explore ways to communicate with new target audiences

Skills and experience

Required

- Postgraduate/graduate degree (or equivalent) in relevant field and/or proven experience in rural development or environmental conservation
- Demonstrable skills in communication of complex information to a diverse range of stakeholders
- Fluency in written and spoken English
- Proven experience in developing high-quality communication materials
- Demonstrable experience of successfully pitching media stories to a range of outlets
- Experience in editing and processing images
- Excellent time management and organisational skills
- Confident, strong interpersonal skills and ability to relate to and work effectively with individuals from a wide range of backgrounds and cultures, at all levels

- Capacity to undertake research and development work independently as well as part of an international team, collaborating remotely across time-zones
- Excellent knowledge of collaborative working with Google Docs and the GSuite setup
- Experience with digital content management systems (eg WordPress) and publishing platforms including social media tools

Desired

- Previous international organisation/ NGO experience
- Understanding of participatory approaches to communications in a development context including ethical considerations of content creation and dissemination
- Experience with travel and work in remote locations
- Competency in additional language(s): French, Bahasa Indonesian, Malagasy, Swahili or Portuguese
- Competence in documentary photography

Blue Ventures is committed to safeguarding and promoting the welfare of young and vulnerable people and expects all members of staff to share this commitment. We take a zero-tolerance approach to anyone who contravenes our policy. All candidates will be asked questions on safeguarding and child protection.

Application process

Applicants should apply online via Blue Ventures website (<https://blueventures.org/about/careers/>), by 23 March 2020.

All shortlisted candidates will be contacted within two weeks of the closing date.

Why work with us:

Mission: We operate at the frontline of some of the world's most pressing environmental and social problems, innovating effective and scalable responses with tropical coastal communities. We are recognised as a transformative force in our sector.

Working style: We're a fast-moving social enterprise, quick to embrace and implement promising ideas without bureaucracy.

Autonomy: We expect and support our staff to take a lead in their own work, offering scope for creativity and strategic input.

Professional development: We challenge and support our staff to grow their skills, providing considerable exposure to different work experiences and training opportunities.

Adventure: We offer extensive opportunities for travel, working in diverse environmental and cultural contexts.

Family: We look out for one another as we work closely together in challenging situations, celebrating successes and spurring each other on when the going gets tough.

Values: Our organisational values are central to everything we do:



Communities first

Above all, we listen to community needs, responding in a sensitive and pragmatic way for long lasting benefits.



Passion & belief

Our mission is urgent and critical, we believe that our models work, and we are determined to get the job done.



Valued people & effective teams

We work in diverse and inclusive teams where all members have a voice and influence. We are effective because our work is integrated across teams and projects.



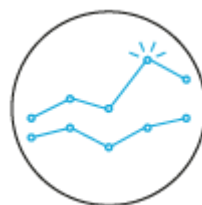
Innovation & courage

We are resourceful and creative. We are prepared to take risks and challenge broken paradigms.



Openness & humility

We are an open source social enterprise. We work in a transparent and collaborative way to pass on what we learn to others who share our vision and passion.



Grounded in evidence

We have high standards and are not afraid to be self critical. If we see something that doesn't work, we change tack until we're on the right course.

