



# Life on the Edge Communications Assistant



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|------------------------|------------------------------------------------------------------|
| <b>LEVEL:</b>          | SCP03                                                            |
| <b>ACCOUNTABLE TO:</b> | Life on the Edge Project Manager, South Devon National Landscape |
| <b>SALARY:</b>         | £13.28/hr - £25,614 per annum                                    |
| <b>DURATION:</b>       | 0.5FTE (18.5hrs/week) on a 12mths Fixed term Contract            |
| <b>LOCATION:</b>       | Totnes                                                           |

## Job Purpose

The Communications Assistant will support the delivery of communications and engagement activities for the Life on the Edge (LotE) project, South Devon National Landscape's flagship nature recovery initiative. The role will help raise awareness of the project's work to restore and enhance coastal habitats and conserve 30 rare and threatened invertebrate species.

Working with the South Devon National Landscape Communications Officer and project team, the postholder will assist in delivering the project's communications strategy through the creation of engaging content, management of communication channels, and promotion of project activities and achievements. The role will support efforts to engage local communities, increase public understanding of nature recovery, and encourage participation in conservation activities.

The postholder will contribute to partnership communications by supporting collaborative messaging and helping maintain positive working relationships with partner organisations and stakeholders. They will also provide administrative support for communications activities, including assisting with campaigns, events, records management and related project tasks.

This is an entry-level position that offers practical experience in communications within a conservation setting. The postholder will receive training, support and development opportunities, enabling them to build skills in communications, stakeholder engagement and project delivery while working as part of a multi-partner project team.

**Due to policies and procedures, we are only able to accept applications from candidates over the age of 18 years old.**

## Role Profile

During this 12mth Graduate scheme you can expect to learn techniques and expand theoretical knowledge on the following topics and themes:

You will assist with the delivery of the following elements of the project, and receive both on the job and formal training in the skills required to do this:

- Work with Life on the Edge Project Manager and South Devon National Landscapes Communications Officer to assist in the delivery and ongoing development of the LotE Communications Plan.
- Provide advice and guidance to the LotE team on communications methods, techniques and channels.



- Produce, maintain and improve the range of communications media and promotional material as required, including printed publications, e-newsletters, press releases, annual report, events programme and exhibition displays.
- Assist in the development and updating of project website pages.
- Assist with uploading LotE events to website and publicity through various channels.
- Review and maintain a significant social media presence on, Facebook, Instagram and other social media channels.
- Maintain strong collaborative working with partner organisations communications officers.
- Maintain a positive press profile in printed and digital media, assisting in compiling press releases.
- Assist in the input, management and retrieval of data via social media analytic systems and to establish and update monitoring systems for indicators and outputs.

## Person Specification

### Qualifications

| Essential                                                | Desirable |
|----------------------------------------------------------|-----------|
| Education to degree level, ideally in a relevant subject |           |
| Full current UK driving licence                          |           |

### Knowledge / Experience

| Essential                                                                                                        | Desirable                                                                                                         |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Working knowledge and experience of using communication methods and techniques to articulate keys messages       | Good working knowledge and experience of using Canva and Mailchimp                                                |
| Good working knowledge and experience of using desktop publishing and digital marketing / e-newsletter platforms | Ability to manage and edit website content, preferably via WordPress                                              |
| Good working knowledge and experience of effectively using of Microsoft 365 suite                                | Keen interest in the natural environment, land use, ecosystem services/natural solutions and community engagement |

### Skills / Abilities

| Essential                                                           | Desirable                                                                          |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Ability to build effective working relationships and collaborations | Ability to work with teams across the various partner organisations in the Project |



|                                                                                                                                                                               |                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Ability to communicate in a lively and persuasive manner through a range of media including publications, press, events, the Web, social media, newsletters and presentations | Ability to work with a range of audiences adapting actions to meet their needs |
| Express good interpersonal skills – Approachable, professional and courteous, with an ability to engage positively with a wide range of groups and individuals                |                                                                                |
| Ability to express complex issues clearly and concisely both verbally and in writing                                                                                          |                                                                                |
| Ability to effectively use digital media such as photographic and video apps or equipment                                                                                     |                                                                                |

## General / Other

| Essential                                                                    | Desirable |
|------------------------------------------------------------------------------|-----------|
| Ability to self-motivate                                                     |           |
| Ability to manage workload and competing priorities effectively              |           |
| Ability to work independently as well as part of a team                      |           |
| Good aptitude for learning and able to evidence ongoing personal development |           |

## General

The list above is not exhaustive; this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

## Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

## Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity, and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination, and harassment.



## Staff Code of Conduct

The public, our communities, customers, and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

## Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.