Job title: Communications Officer

Salary: £26,000-£31,000

Status: Employment contract

Term: Full time

Location: Home based, must be eligible to work in the UK or the Netherlands

Overview:
The Capitals Coalition is a global collaboration transforming the way decisions are made by including the value provided by nature, people and society. Our ambition is that by 2030 the majority of business, finance and government will include all capitals in their decision making, and that this will deliver a fairer, just and more sustainable world. We are at an exciting time in our history, having united the global natural capital and social and human capital communities in 2020. In 2021, we launched a new online platform, The Community, and new website to support our growing, global community. We are now looking for a Communication Officer to support us in the next stage of our development.

We are looking for a dynamic, proactive and creative individual to join our small communications team. Working closely with the Communications Director, you will help to promote the capitals approach on the global stage and position the Capitals Coalition as the central and leading organization in this space.

You will have a strong ‘can-do’ attitude, excellent communication and organizational skills, the ability to work independently and operate with a high level of autonomy. You believe people and planet must be at the heart of decision making and enjoy exploring systems holistically and how different stakeholders interact to deliver impact.

Capitals Coalition offers a range of benefits including pension, sick pay and flexible working. All staff at the Coalition provide their own IT equipment including laptop and phone and the Coalition offers an annual Bring Your Own Device allowance.

Key responsibilities:

**Digital communications, media & PR (50%)**

- Manage the Capitals Coalition’s online presence by administrating and updating the Coalition website with regular news, events, project updates and webpages.
- Lead on the delivery of the Coalition’s blog program.
Field media enquiries, requests for interviews and support the production of press releases.

Draft and edit op-eds, website copy, speeches and remarks, briefings and other written materials.

Undertake regular media reviews of the latest developments in the natural and the social and human capitals space.

Roundup coverage of the Capitals Coalition and its key outputs in the media.

Record and analyze online analytics (Google, Twitter, LinkedIn, Mailchimp) to feed into internal reports and make data driven recommendations for content and engagement strategies.

Work with external agencies to develop videos, reports and other online content.

Manage social media accounts, (especially LinkedIn).

Lead the development of monthly newsletters.

Graphic design and layout (20%)

Design communications materials such as flyers, slides, social media cards and Mailchimp templates, InDesign, word documents and reports following brand and style guidelines.

Act as point of contact and manage relationships with web developers and external communications and design agencies.

Ensure that Coalition outputs are in a harmonized style and build the Coalition brand.

Project Support: (15%)

Contribute to the development and delivery of communications plans for Coalition projects.

Manage a calendar of project outputs to ensure effective promotion of reports, events and other project deliverables.

Events (10%)

Work with our Global Community Officer to support the international events program by promoting events online, managing and uploading event recordings and providing occasional technical support.

Support the development and planning of Coalition participation at external global events e.g. UN Biodiversity COP15, IUCN World Conservation Congress and the UNFCCC Climate COP26.

Support the drafting of talking points and briefings for Coalition speakers and ambassadors.

Other (5%)

Contribute to identifying and collaborating with global partners to raise the profile of the Coalition and its work.
• Contribute to narrative development and strategy for the Capitals Coalition and the capitals approach.
• Join communications working groups and meetings with other communications partners.

Person Specification:

Essential

• 2 year’s professional experience working in a communications team.
• Comfortable with a high degree of autonomy and independent working.
• Collaborative way of working that is open, inclusive and respectful.
• Strong design skills with competency in Adobe suite or similar.
• Ability to simplify complex content in accessible/engaging ways for general audiences.
• Ability to develop key messaging and to modify messages to reach different identified audiences.
• Ability to communicate key messaging in op-eds, social media, website copy, and other communications materials in engaging ways, including using design.
• Ability to curate content in order to amplify and evidence key messages to online audiences.
• Experience managing social media accounts.
• Excellent time management and experience of working with autonomy.
• Personable, engaging and able to work with people across cultures and backgrounds.

Desirable

• Previous experience working in the climate, environment, development or civil society space.
• Familiarity with natural capital, social & human capital, biodiversity and/or ecosystem service concepts.
• Experience and knowledge of SEO.
• Data analysis skills.
• Experience with video editing.
• Wordpress or similar website CMS experience.

How to apply
Please send completed application forms to info@capitalscoalition.org by **12 noon (BST) on Tuesday 1st June.** Interviews are planned for **Tuesday 15th June.** Please state the role in the subject line and kindly note that only short-listed candidates will be contacted.

For any queries about the role please contact info@capitalscoalition.org.

*The Coalition consists of organizations from all around the world and with people of different gender, race, age, religion, sexual orientation, physical ability, geography, political affiliation and country of origin, and as much as possible we want this to be reflected in our team. We are committed to promoting a diverse and inclusive community and we welcome applications from all backgrounds.*