



Job Description and Person Specification

Project & Communications Assistant

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| Title: | Project & Communications Assistant |
| Reports to: | Communications Manager |
| Contract type: | Permanent (subject to successful completion of a 6-month probationary period) |
| Salary: | From £21,000 per annum |
| Location: | Llanidloes/Home-based, with very occasional travel within the UK. The successful candidate will be required to attend the FSC UK office in Llanidloes at least 1-2 days per month. On commencement, they will also be required to attend an induction of 2-3 days in the FSC UK office in Llanidloes. |
| Hours: | 35 hours per week |

Introduction to the role:

The Forest Stewardship Council® (FSC®) is an international organisation dedicated to ensuring that forests are managed in a responsible manner across the globe. FSC UK is a registered charity responsible for promoting the FSC's aims and objectives throughout the United Kingdom.

We are looking for a creative individual with a flair for writing and an eye for detail, who relates to the ethos of responsible consumerism. The ideal candidate will be quick to assimilate new information, be accurate and methodical in their work, and have the digital know-how to create and administer engaging content for web and social media platforms. They will be comfortable conducting and communicating their own research around a topic, creating new copy and editing existing copy. They must also be happy to perform repetitive administrative tasks, ensuring these are completed to a high standard.



Main purpose and responsibilities of the role:

Website and Social Media

- Provide FSC UK website administration support
- Maintain FSC UK social media platforms (currently Twitter, Instagram, Facebook, LinkedIn). Work closely with Communications Manager to review social media performance and adjust plans or strategies to optimise reach and engagement.

Publications and Copywriting

- Originate and adapt written and visual content, as required e.g. for Forest Matters newsletter

Research

- Review and compile information from journals, research reports and websites, as required
- Provide research support for and/or administrate FSC UK projects, as required

Campaigns and Events

- In conjunction with other staff, assist with the preparation of specific campaigns and exhibitions
- Attend events and meetings, as required

Trademark Approval

- Administration of FSC single-use trademark licences in the UK
- Support the Trademark Service Programme by collating, verifying and recording data as required

Other

- Undertake any other additional duties, as required, in order to ensure the smooth running of FSC UK

Person specification:

| | Essential | Desirable |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Education, training and qualifications | <ul style="list-style-type: none">• Degree or equivalent level of knowledge acquired through experience and training/development | <ul style="list-style-type: none">• An understanding of FSC or other certification schemes |



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| <p>Skills and knowledge</p> | <ul style="list-style-type: none"> • Excellent IT skills • Experienced in the use of Microsoft Office, especially Outlook, Word and Excel • Good organisational skills with ability to manage multiple tasks competently • Excellent written communication • Good verbal communication • Excellent research skills • Comfortable working with and expressing data accurately and appropriately • Attention to detail | <ul style="list-style-type: none"> • Experienced in the use of Mailchimp, Adobe InDesign, Photoshop, Illustrator, Premier Pro and After Effects, Google Analytics and Google Search Console |
| <p>Experience</p> | <ul style="list-style-type: none"> • Familiarity with and experience using social media platforms | <ul style="list-style-type: none"> • Administration experience • Maintaining social media pages • Website and/or blog administration (WYSIWYG) • Experience of search engine optimisation • Customer services • Proofreading • Experience of creating videos • Experience of planning and/or undertaking campaigns and/or events |
| <p>Personal attributes</p> | <ul style="list-style-type: none"> • Patient and polite • Good telephone/email manner • Flexible attitude to working environment and ability to work as part of a small and dynamic team • A positive, enthusiastic approach • A positive attitude towards routine tasks • Relate to the ethos of responsible forest management | |
| <p>Abilities</p> | <ul style="list-style-type: none"> • Ability to follow instructions and accept guidance • Attention to detail and ability to undertake and manage accurate recording and reporting of information • Ability to maintain good working relationships • Effective time management skills • Ability to learn quickly | <ul style="list-style-type: none"> • Ability to prioritise own workload |



Application process:

Please send your curriculum vitae (CV) and covering letter, outlining how you meet the criteria stated in the Person Specification and responsibilities of the role. Please do **not** include photographs of yourself within your application.

We expect your CV to be honest and accurate. Before offering this post, we will check material facts recorded on your CV and covering letter and take up references. FSC UK is an equal opportunities employer, to assist us with this please do not include your name, gender, date of birth or address in your covering letter.

The deadline for applications for this post is 12th July 2022.

Interviews for short-listed candidates will be held online on 27th and 28th July 2022.

Email your application to: support@fsc-uk.org, please let us know in your email where you saw the post advertised.

NOTE: Only applications including both a covering letter and a CV and emailed to support@fsc-uk.org on or before 12th July 2022 will be considered. Applications via Indeed, LinkedIn or similar third-party sites will not be accepted.