



BudeClimate.org

COMMUNICATIONS & PROJECTS OFFICER Job Pack

Resilient Bude – Protecting Our Future

Bude Climate Partnership is an alliance of environmental, community and democratic organisations working together to develop positive community-led climate-change responses throughout the wider Bude area.

The partnership has secured funding from the National Lottery Community Fund for a five-year programme from January 2023 to build climate resilience by mitigating climate impacts and carbon emissions across the Bude area. It will galvanise residents, businesses, and visitors across our communities to collaborate in adapting to a fast-changing climate.

The **Resilient Bude** programme will deliver activities across a number of projects in the Bude Community Network Area, which comprises a town and 10 rural parishes in the most northern part of Cornwall:

- A Sustainable Tourism project
- A Shoreline Resilience project
- An Energy-Efficient Homes programme
- A Library of Things
- A Community Growing project
- A Community Storytelling project

For further details of our projects, please see <https://www.budeclimate.org/2m-grant>

Awareness of all the funded projects is an essential part of the role of the Communications & Projects Officer. Your day-to-day responsibility will be to support all the projects by engaging all our audiences through positive and transformative communications. Where relevant, you will assist our Programme Director in the delivery of our projects.

Bude Climate Partnership's employees are people who:

- are committed to taking positive climate action on behalf of their community
- are passionate about making a lasting difference
- have an approachable outlook and can communicate with people of all backgrounds
- are flexible and can take a collaborative approach to teamwork
- are imaginative and able to learn new skills



Job Description

We're looking for a talented and creative Communications and Projects Officer with a flair for engaging a diverse range of audiences. Your primary role is to manage all our communications and proactively engage with all our communities and stakeholders to promote and inform about our activities. Your secondary role is to assist the Programme Director in the successful delivery of our six climate change projects.

Reporting to our Programme Director, you will work with our team of staff and our project partners on the following activities:

1. Communicate our project plans and campaigns to our community and other key audiences by researching, developing and implementing communications strategies with objectives linked to our partnership's aims. This may include developing digital and non-digital materials, arranging advertising, and engaging with stakeholders and the wider Bude community.
2. Deputise for the Programme Director in their absence and contribute where necessary to project delivery.
3. Attend key meetings with delivery partners, contractors and suppliers to maintain an awareness of the content and progress of all our projects for communication purposes and in order to assist our Programme Director.
4. Manage our social media presence by sourcing, writing and posting engaging content on a regular basis, with strong photo and video imagery, where relevant as part of planned communications campaigns and always with the aim of driving positive climate-related behaviour change.
5. Manage our website, email newsletter and other online or offline resources to keep the community aware of our project aims and the progress of our activities.
6. Embed and maintain consistent and clear messages to the community and all our audiences by providing general communications support for the partnership.
7. Support all our staff, partners and volunteers with communications advice, guidance and resources when they are working on our projects.
8. Brief and work closely with our contracted filmmakers and digital story makers across all projects to ensure consistent messaging and content that fits with our wider communications requirements.
9. Provide support and advice for our project staff and partners when they are engaging with the public and media, including writing briefs, establishing key messages, attending meetings and interviews, and assisting with training.
10. Work with our sustainable tourism project's staff and consultants to ensure the accreditation, branding and website associated with our sustainable tourism project is effectively communicated to businesses, the community and visitors.
11. Monitor, evaluate and learn to improve engagement and communication, particularly online. Innovate and explore opportunities to make use of new platforms and methods.
12. Provide communications assistance to our staff and partners to help us share our learning and collaborate with other similar communities and networks.

Personal attributes

To achieve our aims successfully, we are looking for a candidate with the following personal attributes:

- Friendly, a team player with excellent interpersonal skills and initiative

- Evidence of strategic influencing, a concern for impact, and rational persuasion attributes
- Adaptable and results orientated

Essential qualifications, skills and experience

- A degree – or equivalent professional experience – in a subject or area relevant to communications, particularly if related to the environment or sustainability
- Very good verbal and written communication skills to convey complex issues, sometimes involving technical information, in terms that engage all parts of the community
- A good understanding of climate change and its environmental, social and economic impacts, particularly on coastal and tourism destinations
- Proven track record of working on projects with defined targets and outputs, and of budget accountability
- Confidence in speaking in professional settings and giving presentations to small groups
- Ability to work well under pressure and manage time effectively
- Experience of website content management systems such as WordPress or Wix
- Good IT skills, particularly in Microsoft Office, Slack and social media management

Desirable qualifications, skills and experience

- Proven track record in understanding and delivering environmental and sustainability communications
- Proven track record of working with communities to take positive climate action
- Proven track record of project management or project assistance
- A good understanding of the challenges for the transition to a low-carbon energy system
- Experience of working in a partnership organisation and of building strategic external partnerships

The Communications & Projects Officer role is an essential part of our small team, which includes our Programme Director, a Community Engagement Officer, an Energy Efficiency Adviser, and up to three sustainable tourism project staff, all of whom are hybrid workers.

If you want to find out more about working with Bude Climate Partnership, please email recruitment@budeclimate.org to arrange an informal chat.

The Important Details

Contract: This is a full-time role (35 hours per week), but we are open to flexible working arrangements with the right individual, whether that's a job share, flexitime or compressed hours, or some other agreed arrangement.

Potentially, evening or weekend working could be required, but it is unlikely to be frequent.

Duration: The Resilient Bude project is funded for five years. Although we are committed to ensuring that the project has a lasting legacy, we cannot guarantee that any specific role will continue beyond December 31, 2027.

Location: Focused entirely on the Bude Community Network Area, this is a role that requires interaction with other staff. Consequently, the postholder will need to meet regularly at our office at the Bude Tourism Information Centre, but they may also work flexibly at home for some of each week.

Salary: Gross salary of £30,000, which will be reviewed annually with an aim of increasing salaries in line with inflation.

Pension: Workplace scheme with employer contribution of 3% of gross annual salary.

Annual leave: 25 days per annum plus bank holidays

Start date: As soon as possible

Further details: Please email recruitment@budeclimate.org to arrange an informal chat about the role.

Application process: By post or by email. In both cases, please send your CV and a covering letter that describes your motivations and suitability for the role.

Please take note of the person specification and our expectations for the role, as set out above, and explain in your application how you meet them.

Note: as part of the assessment process, we may share details of your application with project partners, unless you request otherwise.

Post applications to: Bude Climate Partnership, c/o Bude Tourist Information Centre, The Crescent, Bude EX23 8LE.

Please mark the back of the envelope with: 'Vacancy – Communications & Projects Officer'

Email applications to: recruitment@budeclimate.org.

Please include in the subject line of your email: 'Vacancy – Communications & Projects Officer' and your name.

Closing date: Please submit before midnight on 19 February 2023.

Interviews: Dates to be confirmed, but interviews will be held in the week beginning 27 February.