



JOB TITLE: COMMUNICATIONS & ENGAGEMENT OFFICER

ACCOUNTABLE TO: COMMUNICATIONS MANAGER

TEAM: COMMUNICATIONS TEAM

LOCATION: HARBOUR OFFICE, WEST ITCHENOR, CHICHESTER, WEST SUSSEX. PO20 7AW.

GRADE: 8 SCP: 20-24, £28,371- £31,099 PRO RATA

DURATION: PERMANENT

HOURS PER WEEK: 22.5

ANNUAL LEAVE: 31 DAYS PER YEAR PRO RATA

PURPOSES

In liaison with the Communications Manager and the CHaPRoN Manager:

- a) to support external and internal communications for the Conservancy; and
- b) to deliver the Communications and Engagement Plan for CHaPRoN and the Solent Seascape Project.

KEY TASKS AND RESPONSIBILITIES

CHaPRoN & The Solent Seascape Project

- Develop positive relationships with partners within the CHaPRoN and Solent Seascape partnerships.
- In consultation with the CHaPRoN Manager, lead on the development and delivery of the CHaPRoN Communications and Engagement Plan, to connect with, educate and gain support from a wide range of different stakeholder groups.
- Represent CHaPRoN at Solent Seascape Partnership delivery meetings and work with project partners to support the delivery of the wider Solent Seascape Communications and Engagement Plan.
- Raise awareness of the need to protect, enhance and restore the Harbour's natural environment, developing and promoting CHaPRoN's key messages, educating and influencing public attitudes and behaviours.
- Maintain and develop the CHaPRoN website and communications channels, such as social network sites (Twitter, Facebook, Instagram), providing quarterly metrics for all channels.

- Plan and craft accurate web content, news pieces, email updates, reports, case studies and other publications to support CHaPRoN's key messages and initiatives for a variety of audiences.
- Commission and deliver multi-media content including videos, leaflets, infographics, charts, images and presentation formats to support delivery of CHaPRoN initiatives.

Engagement

- Take a lead role in the organisation and delivery of stakeholder engagement events such as workshops, public consultations, and volunteer initiatives. This will include managing invitations and registration; event logistics; event marketing; developing event resources; liaising with speakers and event contributors.
- Measure and evaluate the impact of events among key audience a variety of methods.

Conservancy Communications

- Support the planning and delivery of events such as the annual Conservancy Open Day.
- Be a point of contact for press and media communications.
- Contribute to communications with staff including the monthly staff newsletter.

Other

- Attend internal and external meetings as required and prepare papers and reports to inform those meetings.
- Work with and support the Nature Recovery Projects Officer.
- Work with and support the Communications Manager with the general management of the Conservancy's photography library.
- Awareness of responsibilities under the Health and Safety at Work Act.
- Support equality and diversity and respect customers, visitors, and other members of staff regardless of gender, age, disability, sexual orientation, religion, or ethnic origin.
- Undertake any other reasonable duties as directed from time to time by the Conservancy.

This job description is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the Conservancy. The post holder will be expected to participate in this process, and we would aim to reach agreement to any changes.

PERSON SPECIFICATION

Qualifications

- Degree level education (or equivalent qualification), or alternatively, at least three years relevant experience.
- English fluent/at CEFR Level C2.

Experience

- Experience of implementing a successful communications / engagement plan across a range of media.
- Experience of organising or managing events.
- Experience of working within a multi-disciplinary team.
- A sound understanding of administrative systems and the importance of maintaining accurate records.

Knowledge

- An understanding of the Conservancy's strategic function and goals, including sailing and boating, recreation and amenity, the conservation of nature, and the management of the protected landscape of Chichester Harbour Area of Outstanding Natural Beauty (AONB).
- Some prior knowledge about nature recovery and coastal environments within England would be beneficial.

Skills

- Ability to write engaging copy for varied audiences and copy-editing skills.
- Public speaking and presentation skills.
- Report writing and budget management skills with high standards of numeracy.
- Ability to determine priorities, and ensure deadlines are met.
- Ability to liaise effectively with a wide range of stakeholders, partners, colleagues, and contractors.
- ICT skills with good working knowledge of Microsoft Office and social media.
- Attention to detail and strong time management skills, with the ability to prioritise workload.
- Self-motivation with the ability to work independently, using initiative and sound judgement as well as work effectively as part of a team.

Other

- Operate in accordance with confidentiality and data protection legislation.
- Willingness to work some evenings and weekends.
- The postholder will be required to attend a variety of locations around the Harbour, many of which are not served by public transport. UK driving licence and own car required.