



Conservation Collective – Head of Communications

- Location: Remote, ideally close to, or with easy access to, London to attend regular meetings and events
- Hours: preferably FT Mon – Fri 9am – 5pm but remote and flexible working is promoted
- Salary: £48,000 per annum (flexible, dependent on experience)
- Start date: January 2024
- Line manager: Executive Director
- Direct report: Communications Manager (part-time)
- Working closely with: Development Officer, Programme Manager, external PR and design firms, local foundations

Application deadline December 13th sending a CV and cover letter to beckym@edelweissr.co.uk

Are you a creative, digitally fluent, and organised person who loves storytelling and the environment? Great, you're in the right place then, read on.

[Conservation Collective](#) is a global network of local environment foundations. Each of our foundations raise funds to support grassroots work that protects the environment, restores nature and safeguards against climate change.

As we grow Conservation Collective, we're looking for a Head of Communications to join the team to help us improve how we tell the story of our work and the impact it's making raising awareness of our organisation to a global audience.

The right candidate for this role will be an excellent communicator with an entrepreneurial approach who wants to use their skills to help address the climate crisis. You'll have experience of creating, leading and implementing communications strategies for small fast-growing organisations and in building brand profiles with support from external advisors. With an entrepreneurial attitude you'll be instrumental in helping us raise more funds for grass roots environmental projects.

The Head of Communications will be responsible for managing and coordinating all aspects of marketing, PR and communications on behalf of Conservation Collective, reporting to the Executive Director, and managing the Communications Manager.

Head of Communications job description

- Create and run effective brand and communications campaigns to engage our global audience with our mission to turbo-charge environmental grassroots work.
- Manage, develop and cocreate a suite of marketing templates that Conservation Collective provides to local foundations (newsletters, brochures, slide decks, etc).
- Plan, design and manage all of our digital communications: website, newsletters and social media
- Monitor and report on the effectiveness of communications and marketing campaigns.





- Create our annual report and other marketing materials with the support of CC team and external designers.
- Draw out and share the most compelling stories to promote local impact on a global platform.
- Work with our development team to promote our partnerships and securing visibility and coverage from world-class brands, including Depeche Mode, Regatta, Edmiston and more.

With the support of the Communications Manager you will oversee

- Securing press opportunities for Conservation Collective and the global network.
- Proofreading, copyediting, and overseeing brand and messaging alignment of materials from foundations across the network.
- Development of stories and blogs from longer case studies, foundation reports and other events

The ideal candidate for this role will be able to demonstrate at least three years experience in the industry and will be able to show examples where you've led or been involved in creating effective communications strategies. You'll also be:

- Confident working remotely as part of a small team.
- A great communicator with outstanding written English.
- Experienced in media & communications, PR and design.
- Good at building relationships with internal and external stakeholders at all levels.
- Entrepreneurial, able to find and to create opportunities that benefit our network and work in a fast paced and varied environment.
- Experienced with all social channels and digital communications and marketing software.
- Able to speak Spanish, Greek or Italian would be a bonus.
- Comfortable with using (or learning to use) MS Office suite, Canva, Trello, Mailchimp, Insta, Facebook, X, LinkedIn, WordPress, Salesforce, Xero, GoDaddy, Stripe and other design software.

Benefits:

- Flexible working (hours and location)
- Unlimited holiday allowance
- Discretionary annual bonus
- Employer salary sacrifice pension scheme
- Private medical insurance
- Possible travel in the UK and internationally
- Saving the world!

