



CHAGOS CONSERVATION TRUST

Help us protect the world's largest marine reserve

www.chagos-trust.org

COMMUNICATIONS SPECIALIST: JOB OPPORTUNITY

Background

This is an exciting time for the Chagos Conservation Trust (CCT). In 2010, we co-ordinated the efforts of a number of organisations to persuade the UK Government to create the world's largest 'no-take' marine reserve around the Chagos Islands in the British Indian Ocean Territory (BIOT). This will help to protect an entire oceanic ecosystem, help to restore fish stocks and regional food security, and provide a platform for global science. Now we are preparing to make an organisational step-change.

CCT is a small registered charity of volunteers dedicated to promoting environmental conservation and relevant scientific research and education in relation to the Chagos archipelago. CCT also acts as the secretariat to the Chagos Environment Network (CEN) of leading UK and international institutions committed to the protection of Chagos.

The Requirement

We need an experienced and adaptable communications professional to develop and implement a communications strategy for the Trust to support our environmental conservation work in the Chagos. With a track record of securing a wide range of press coverage for voluntary sector organisations, you will be a strategic thinker with talents based on excellent communication, creative, organisational and writing skills.

You will be self-employed, willing to assist on a fee-paid basis, able to commit to the equivalent of about 1,000 hours of work a year (or 21 hours a week), working from your home or business address. Fees paid will be subject to a maximum of £17,000 per annum (£30,350 pro rata), depending on experience. The initial contract is for one year.

You will attend periodic meetings of the CCT's Executive Committee and other meetings in London as necessary. On such occasions and for gaining initial familiarisation with the Trust's work, temporary office space may be used in the headquarters of a partner organisation in central London (subject to availability).

Skills and Personal Qualities

We are looking for someone with:

- proven experience of communications work preferably in the charity sector, with a good understanding of working with the UK and international media;
- ready familiarity with communication techniques such as writing and placing press releases, video clips and appropriate articles and working with outside agencies, including designers and venue managers;
- experience of refining and effectively conveying organisational messages (brand management);
- experience of working with NGOs or citizen groups;
- experience of organising conferences and other events;



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- experience of issues/crisis management and dealing with negative press;
- familiarity with social communications media such as Facebook and Twitter in a campaigning environment;
- good website, database management and IT skills – familiarity with MailChimp, Drupal and PayPal is desirable but not essential;
- excellent interpersonal and communication skills (oral and written) a proactive attitude and capability to work without close supervision in a fully equipped home office environment;
- a real interest in environmental conservation work; and
- an understanding of the UK charity regulatory environment.

Main Tasks

Your tasks will include:

- developing and implementing a communications strategy in support of the Trust's environmental conservation work in the Chagos archipelago;
- drafting press releases, articles, materials and regular communication shots to publicise the work of the Trust and to increase membership;
- developing and maintaining contacts with relevant journalists and other media multipliers;
- ensuring that the Trust's website and social media pages are kept up to date with items of relevant topical interest; and
- organising occasional conferences and other events and meetings for CCT.

How to Apply

Applicants must be able legally to work in the UK, must have a university degree, must be fluent in English and must have an unblemished employment history.

Please send your CV (maximum 2 sides of A4) plus a covering letter by e-mail to: secretary@chagos-trust.org. Applications must be submitted **before Tuesday, 27 November 2012**.

Your CV must include your full postal address and contact details, including telephone number; your educational details and academic and professional qualifications; and your employment history.

Your covering letter must include your reasons for applying; give evidence of relevant experience; and indicate the skills that you would bring to the work.

Please visit our website: <http://www.chagos-trust.org> and, if further information is required, e-mail: secretary@chagos-trust.org.