

## Communications Officer

Job Description, May 2021

### Position summary

2021 is a critical milestone for BVRio. We are celebrating our 10<sup>th</sup> anniversary and expanding our global operations. We are seeking an experienced Communications Officer to help us engage our stakeholders in new, creative and innovative ways, and to help spread our message wider than ever before.

BVRio's mission is to promote the use of market mechanisms to facilitate compliance with environmental laws and to support the green and low carbon economy.

The job is based in our office in Oxford (with remote working while Covid restrictions are in place). BVRio operates a bring-your-own-device (BYOD) policy. In addition to all statutory bank and public holidays (8 days), BVRio offers 25 days holiday per calendar year. Salary is £25-30k commensurate with experience.

### Responsibilities

Working with the Director of International Communications, based in the UK, and the Communications Manager based in Brazil, the Communications Officer will:

- Manage the organisation's social media accounts, creating and disseminating content, promoting interaction, driving engagement, and responding to and referring comments and questions
- Working with the IT team, ensure the organisation's websites are updated, accessible and incorporate digital best practices
- Report on website and social media performance using Google Analytics and other monitoring tools
- Work with colleagues to develop impactful content, including case studies, blog posts, newsletters and factsheets which helps to achieve BVRio's objectives and showcases its work, partnerships and impact
- Assist the Director of International Communications and Communications Manager to promote BVRio to the media and at events
- Help increase brand recognition by following brand guidelines and creating graphics for use across all digital channels
- Support other content development needs (award entries, fundraising proposals) as needed
- Help share important information and good news stories to BVRio staff

### The successful applicant

The successful Communications Officer will have completed at least 2 years employment in a similar role (essential) and;

- have a relevant Communication or Public Relations qualification (desirable)

- have exceptional copywriting ability with experience of writing for different audiences (essential)
- have experience of managing social media accounts for an organisation (essential)
- have experience of communicating with business audiences (essential)
- experience of managing internal communications (desirable)
- experience of working with applications such as Google Workspace, Microsoft Office, Hootsuite, MailChimp and Canva (essential)
- have worked in the not for profit/sustainability sector (desirable)
- speak and write in English and Portuguese (desirable)

## To apply

Please send your CV and a cover letter answering the following questions to [cv@bvrrio.org](mailto:cv@bvrrio.org).

1. Why are you the right person for this position? (up to 250 words)
2. What would you suggest we do to promote BVRio's 10 year anniversary? (up to 250 words)
3. What 'ingredients' do you think make successful social media campaigns? (up to 250 words)

Please use: 'Communications Officer application' as the message subject and please include your salary expectations and confirmation that you are eligible to work in the UK.

Early applications are advised, as we are seeking to appoint ASAP. Interviews will be conducted on an ongoing basis and so we may close the vacancy sooner if a suitable candidate is found. Interviews will consist of a short timed task and a Q&A session.