**Isles of Scilly Community Research Network**

**Communications Officer – Job Description**

**Salary:** £25,047 - £27,683 pro rata (starting salary to depend on skills and experience)

**Based:** At additional Isles of Scilly Wildlife Trust premises, which are being planned for Hugh Town; this will also host the Isles of Scilly Community Research Network team.

This role is not compatible with remote working.

Accommodation is not provided.

**Contract:** Part-time (2 days/week), permanent contract.

**Job Purpose:** To deliver Community Research Network comms activity, community engagement, and administrative support, promoting the CRN amongst the local community.

**Responsible to:** IoSWT Fundraising and Communications Manager (functional line-management processes) and the CRN Project Lead (the Isles of Scilly Community Venture manager who will provide day-to-day direction)

**Working relationships:** The postholder will work closely with the CRN Project lead to ensure smooth running of the CRN comms and embed a passion for research across the Isles of Scilly, as well as the Isles of Scilly Wildlife Trust Fundraising and Comms Manager, and the Trust’s wider team to develop personal professional skills and opportunities.

**Background:**

An exciting opportunity is available to deliver comms for a new project – the Isles of Scilly Community Research Network. Isles of Scilly Wildlife Trust have partnered with the Isles of Scilly Community Venture, Five Islands Academy and the University of Exeter to create a Community Research Network (CRN) for the Isles of Scilly. The objective of the CRN is to enable people on Scilly to undertake research projects that matter to them, in collaboration with academic experts. Traditionally, most research has been defined and led by academics, but the CRN will reverse this, giving local people the ability to identify their own research questions and get them investigated. This will involve providing people with the research skills, resources and expertise they need to develop new ideas and implement change.

This role will be challenging. However, the wider partnership which governs the Community Research Network are in no doubt that this will be highly rewarding for the right person; it’s a job which has the potential to make a real difference for Scilly.

**About you**

The Communications officer will be responsible for developing and delivering the Isles of Scilly CRN comms. You will champion community-led research, draft and schedule social media, support with the administration of research projects and ensure the CRN helps those projects to succeed.

If this job is right for you, then you are a hard-working person who loves Scilly and understands the needs and interests of our community. You are excited at the chance to join our team of staff and volunteers. You are a natural organiser, being diligent with detail, and with the determination to ensure that our processes are effective and universally followed.

**Outline of key responsibilities, including but are not limited to:**

* Lead on social media schedule, drafting and scheduling posts using Meta Business Suite for CRN pages
* Monitor Facebook and Instagram messages for CRN accounts and monitor email inbox.
* Draft copy for, and design, print material
* Update CRN website as necessary
* Support relationship management with partnered community groups
* Deal with enquiries from visitors to the office
* Organise community engagement events
* General administration support

**While delivering this work the postholder will need to:**

* Promote the CRN, with an outgoing, positive and friendly attitude
* Champion inclusion and diversity.
* Work with due regard to Health and Safety, the UK General Data Protection Regulation, the Fundraising Code of Practice, Safeguarding and other policies and procedures and maintain and uphold the good reputation of the Trust.
* Be willing to undertake other tasks and work flexible hours as reasonably required.

This position will sit with the Isles of Scilly Wildlife Trust, a key partner in the Community Research Network. All staff are ambassadors for the organisation both internally and externally and are expected to always act in a professional manner. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, maintain high personal standards of efficiency and customer care and foster a ‘can do’ culture based on ownership, initiative, teamwork and exchange of information.

We want our people to be as diverse as nature, so we particularly encourage applications from people who are underrepresented within our sector, including people from minority ethnic backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities. Please let us know if you require any adjustments to make our recruitment process more accessible.

**Person Specification**

Essential

* A high level of IT literacy, including proficiency with Microsoft Word, Excel, Teams, Outlook.
* Experience with Meta Business Suite.
* Flexible attitude and willingness to support colleagues.
* Ability to work alone and use own initiative appropriately, whilst also being able to work effectively as part of a busy and complex multi-disciplinary team.
* A high level of motivation and personal organisational skills.
* Great enthusiasm for, and commitment to, the work of the [Community Research Network.](https://www.scillyresearch.org/)
* Experience of comms and marketing.
* Familiarity with the needs of the communities of the Isles of Scilly.

Desirable

* A general knowledge of the Isles of Scilly Community Research Network.
* Experience of partnership working.