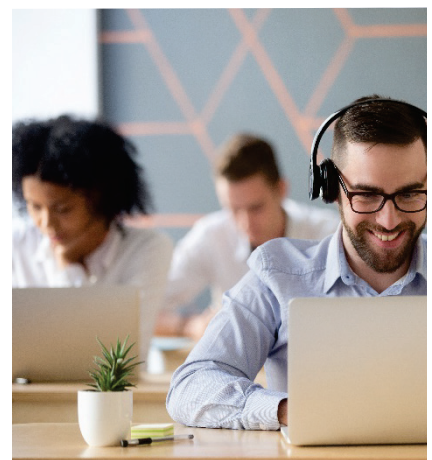


## Communications and Events Manager

### Job Application Pack

February 2024



<https://ecosystemsknowledge.net>

## The role

EKN is seeking a **Communications and Events Manager** who is able play a key part in achieving our growth and impact. They will work with all members of our small team, achieving excellence in our external communications and the marketing of our services, including events. This new role will make a difference across everything we do, from leading our social media activity to supporting the organisation of pioneering events for professionals.

- **Hours:** Full-time, 37.5 per week.
- **Contract:** Permanent, depending on continued income success
- **Salary:** £32,000 - £38,000 per year, depending on qualifications and experience. Includes a generous contribution to a NEST pension.
- **Location:** Home-based but with regular visits to our office at the beautiful Howbery Park, located beside the River Thames near Wallingford in South Oxfordshire (expected 1 day per week).
- **Reports to:** Operations Manager (being recruited spring 2024 – the interim line manager will be our Director).

## About Ecosystems Knowledge Network

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EKN is an award-winning and trusted source of knowledge and expertise for everyone with a role in improving the environment of England, Scotland, Wales and Northern Ireland. Through our events, resources, advice and communications, we benefit the work of a wide range of people. These range from volunteers in small local environmental projects to representatives of large organisations whose primary focus is not the natural environment.

Our membership, which is free and open to all, comprises of 3,500 people across the UK. EKN's job is to help them harness the value of the natural environment for everyone's well-being and prosperity. We are a registered charity and a social enterprise, with three staff and plans to recruit more.

EKN is independent and impartial, harnessing expertise and experience in the public, private, third and academic sectors.

Explore our [Strategy here](#).

## Responsibilities

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- Managing and delivering our external communications in accordance with our Communications Strategy, ensuring quality and reach beyond the environment sector.
- Overseeing our events programme, ensuring that it provides high quality learning and networking opportunities.

- Marketing our income-generating activities, from commissioned work to large conferences and e-Learning courses.
- Supporting the design and delivery of a portfolio of cutting-edge events, working with external event managers where appropriate.
- Managing our website and other publications, supported by external web developers, ensuring consistency of message and style.
- Gathering and co-ordinating content from team members and external specialists and ensuring this is communicated in accordance with our mission and values.
- Managing our social media activity, e-news and website by posting regularly and ensuring information is up-to-date and engaging for the diverse audiences we serve.
- Supporting our Director in negotiations with prospective sponsors and partners.
- Developing detailed plans for communications, responding to new opportunities and learning through the implementation of the Communications Strategy.
- Ensuring that all staff and Board members can play their part in excellence in communications, training and equipping them as appropriate.

## Requirements

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### *Essential attributes*

- Flexible and able to tackle new challenges and work collaboratively with others.
- Able to organise and prioritise work in a small and dynamic organisation.
- Quick learner and capable of acquiring new skills.
- Confident when working with a diversity of people at all levels of seniority.
- Astute at problem-solving and decision-making.

### *Desirable attributes*

- Knowledge of environmental issues, including biodiversity and climate change.
- Higher education qualification in a relevant subject.

### *Essential skills*

- Excellent **written and verbal communication** skills and ability to simplify complex concepts.
- First class **inter-personal skills**, including the ability to work effectively with colleagues, suppliers, sponsors and partners.
- Self-motivation and **organisation of a complex workload**; managing projects and maintaining attention to detail.
- Ability to **manage an events programme**.
- **Innovative use of graphics and digital media** to reflect an organisation's mission.

- **Website Content Management.**
- Efficient use of IT, including website Content Management Systems, digital mailing systems and graphics.
- Ability to secure great **value from suppliers.**
- Ability to play a positive role in our small and dynamic staff team, **enabling others** to achieve great content and impactful events.

#### *Desirable skills*

- Video editing and podcast production.
- Graphic design.

#### *Other essential requirements*

- Capacity and willingness to travel occasionally to EKN or other events in the UK, including overnight stays.
- Evidence of the right to work in the UK.

### **Being part of the EKN team**

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- We are a small team where everyone is valued and makes a difference. By harnessing the innovation and expertise of our members, we are at the forefront of advancing the stewardship of land, water and nature in the UK. EKN interacts with some of the UK's most pioneering environmental initiatives. This makes work at EKN rewarding.
- Success at in the team requires a 'can do' mindset where each member supports each other's work. The team works in many different locations but seeks to meet in person wherever practicable and to interact daily online.

### **Application process**

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- Please complete our [simple online application form](#). As part of this, you will be asked to upload a copy of your CV that has been prepared to help us to see your suitability for this role.
- Applications must be received by **5 pm GMT on 19<sup>th</sup> February 2024**. We intend to appoint our new Communications and Events Manager by early March 2024, with the role starting as soon as possible after then. Interviews will be held at our office near Wallingford in late February 2024.

### **Our commitment**

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- EKN is an Equal Opportunities employer. We are a member of the Diverse Sustainability Initiative. EKN seeks to support the career development of its staff.

