



## Job Description and Person Specification

### Communications Assistant

<b>Title:</b>	Communications Assistant
<b>Reports to:</b>	Communications Manager
<b>Contract type:</b>	Permanent (subject to successful completion of a probationary period)
<b>Location:</b>	Llanidloes, with very occasional travel in the UK
<b>Salary:</b>	From £18,557 per annum
<b>Hours:</b>	35 hours per week

#### Introduction to the role:

The Forest Stewardship Council® (FSC®) is an international organisation dedicated to ensuring that forests are managed in a responsible manner across the globe. FSC UK is a registered charity responsible for promoting the FSC's aims and objectives throughout the United Kingdom.

We are looking for a creative individual with a flair for writing and an eye for detail, who relates to the ethos of responsible consumerism. The ideal candidate will be quick to assimilate new information, be accurate and methodical in their work, and have the digital know-how to create and administer engaging content for web and social media platforms. They will be comfortable conducting and communicating their own research around a topic, creating new copy and editing existing copy. They may be able to demonstrate skills in design and photography but will also be happy to carry out repetitive administrative tasks, ensuring these are completed to a high standard.

#### Main purpose and responsibilities of the role:

##### General Responsibilities

- Assist in the smooth and efficient running of the FSC UK office
- Handle general telephone and email enquiries and information requests



### **Website and Social Media**

- Provide FSC UK website administration support
- Manage FSC UK Twitter platform and other social media platforms, as required, in line with FSC UK digital strategy. Work closely with Communications Manager to review social media performance and adjust plans or strategies to optimise reach

### **Publications and Copywriting**

- Forest Matters (our bimonthly e-magazine) administration
- Originate and adapt written content, as required
- Support the production of consumer and business-facing materials by populating existing resource templates

### **Research**

- Review and compile information from journals, research reports and websites, as required
- Provide research support for FSC UK projects, as required

### **Campaigns and Events**

- In conjunction with other staff, assist with the preparation of specific campaigns and exhibitions
- Attend events and meetings, as required

### **Stock-checking**

- Monitor and regularly record stocks of printed, display and other materials to ensure adequate stocks are maintained

### **Trademark Approval**

- Administration of FSC single-use trademark licences in the UK
- Support the Trademark Service Programme by collating, verifying and recording data as required

### **Other**

- Other duties, as required



**Person specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Education, training and qualifications</b>	<ul style="list-style-type: none"> <li>• A good general level of education (at least 3 A levels or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of FSC or other certification schemes</li> <li>• Degree or equivalent level of knowledge acquired through experience and training/development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills</li> <li>• Experienced in the use of Microsoft Office, especially Outlook, Word and Excel</li> <li>• Good organisational skills</li> <li>• Excellent written communication</li> <li>• Good verbal communication</li> <li>• Good research skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced in the use of Adobe InDesign, Photoshop and Illustrator</li> <li>• Photography</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Familiarity with and experience using Twitter and/or other social media platforms</li> </ul>	<ul style="list-style-type: none"> <li>• Administration experience</li> <li>• Managing organisational social media pages</li> <li>• Website and/or blog administration (WYSIWYG)</li> <li>• Customer services</li> <li>• Proofreading</li> <li>• Experience of planning and/or undertaking campaigns and/or events</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Patient and polite</li> <li>• Good telephone manner</li> <li>• Flexible attitude to working environment and ability to work as part of a small and dynamic team</li> <li>• A positive, enthusiastic approach</li> <li>• A positive attitude towards routine tasks</li> <li>• Relate to the ethos of responsible forest management</li> </ul>	
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to follow instructions and accept guidance</li> <li>• Attention to detail and ability to undertake and manage accurate recording and reporting of information</li> <li>• Ability to maintain good working relationships</li> <li>• Effective time management skills</li> <li>• Ability to learn quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to prioritise own workload</li> </ul>



Forest Stewardship Council®  
United Kingdom

### Application process:

Please send a CV and covering letter, outlining how you meet the criteria stated in the Person Specification and responsibilities of the role.

The deadline for applications for this post is 9am on 25<sup>th</sup> September 2019. Please submit your application by post to:

Tallulah Chapman, FSC UK, The Billiard Room, Town Hall, Llanidloes, Powys SY18 6BN

Or by email to: [tallulah@fsc-uk.org](mailto:tallulah@fsc-uk.org)

We expect your CV to be honest and accurate. Before offering this post, we will check material facts recorded on your CV and covering letter and take up references.

Interviews for short-listed candidates will be held on 15<sup>th</sup>/16<sup>th</sup> October 2019.