



SENIOR COMMUNICATIONS OFFICER JOB DESCRIPTION

Job title:	Senior Communications Officer
Location:	Hybrid, with minimum two days per week in our London office.
Hours	Full time (40 hours per week)
Salary	£36,400 - £42,640 dependent on experience
Contract	Permanent
Responsible to:	Communications Manager

About the role

You will communicate Synchronicity Earth's work and tell the stories of our partners to inspire, educate, and call our key audiences to action through our website, social media, publications, and events.

What you will do

- Source, write, edit, and collate content for printed and digital communication materials such as our Annual Review (Spotlight), programme marketing materials, website, social media, email, and events, liaising with the Programme team to ensure content is factually correct and partners consent to how they are reflected in communications.
- Project manage the updating and printing of materials such as programme summaries and other occasional printed materials.
- Plan, write, design, and edit general fundraising materials where needed, working with the Philanthropy and Programme teams.
- Assist with website development to ensure content is up-to-date and accessible and oversee the partner pages.
- Source and create content for the social media calendar for our channels (Facebook, Instagram, and LinkedIn) to engage our different audiences and stay up-to-date with social media best practice.
- Provide support to the Events team through material production, collaboration with partner communication teams, and collection of quotes and photographs. This may include opportunities for travel.
- Assist with organisational internal communications and contribute to the creation and delivery of communications training for the wider team.
- Assist with communications reporting, helping to collate analytics on performance.

What you will bring to the team

- Excellent written communication and storytelling skills, and ability to convey complex ideas and compelling stories.
- Experience creating communications materials for a range of audiences.
- Proficient editor and proofreader with an eye for detail.
- Confident using design tools such as Adobe Photoshop, Adobe InDesign, and Canva to edit images and design social media graphics, invitations, and other materials.
- Up-to-date knowledge of social media trends and optimisation, confident posting on Facebook, Instagram, and LinkedIn, and using their analytics tools.
- Competency in day-to-day website management, including publishing, editing, and adhering to accessibility and ethical image use standards.
- Experience creating email campaigns.
- Interpersonal skills for collaborating with wider team and maintaining trusting relationships with partners and external contacts.
- Aligned with Synchronicity Earth's values, including equity, diversity, and inclusion.