



## Information Officer

**Fixed term post:** 1<sup>st</sup> September 2017-30<sup>th</sup> August 2020

**Salary:** £12,000 pa. for 3-day week (with the possibility of increasing to 4 days per week).

**Application deadline:** 31<sup>st</sup> July

**Main purpose of job:** To provide information on British Mammals to the media and the public via social media and press releases. Also to help organise workshops and seminars, and assist the Chair and members of Council with the general administration of the charity.

**Place of Work:** University of Sussex, Falmer.

We are looking for a highly motivated, independent, and dynamic member of staff, with a keen interest in British mammals and a desire to promote evidence-based conservation. We have an excellent and growing social-media presence, and the employee will be responsible for continuing this trajectory: an ability to communicate effectively and to write well is vital. The employee will manage our social media, update our website and liaise with the media. They will also respond to enquiries from the public and society members, where necessary reviewing the literature or seeking expert opinion in order to inform the response. The employee will take the lead in organising dissemination activities such as workshops that bring together academics, practitioners and policy makers, and they will also be involved in proof-reading papers for our online journal and our guidance documents. They will also be responsible for the logistical arrangements for our annual scientific symposium and annual spring conference (working with our Training and Events Manager and our Conference Secretary). Finally they will provide general administrative support to the Chair of the Society and to Council. The post will be based with Prof. Mathews's research team at the University of Sussex, Falmer. It would be helpful if the applicant were able to spend 2 weeks before 25<sup>th</sup> August shadowing our current information officer in order to ensure a smooth handover. Reasonable accommodation costs during this period will be met.

### Main Duties

1. Managing and growing our social media presence through regular releases, and developing our YouTube channel
2. Answering enquiries from the media, members of the Society and the public
3. Undertaking the research necessary to achieve (1) including reviewing the literature, and seeking input from contacts within The Society
4. Drafting and sending press releases
5. Leading the writing of our regular e-bulletins

6. Leading the logistical organisation of our workshops and autumn symposium
7. Managing our annual photographic competition
8. Assisting in the organisation of our annual conferences
9. Provide administrative support for the Society's chair.
10. Providing administrative support where required for Council, such as booking venues and arranging travel

**How to apply:** Please send a CV and cover letter detailing why you would be suitable for the post and any relevant experience to [info@themammalsociety.org](mailto:info@themammalsociety.org)

**Selection Criteria (all essential unless otherwise stated)**

<p><b>Education/Qualifications</b></p> <p>First Degree in Biological Science or equivalent experience</p>	
<p><b>Knowledge</b></p> <p>Good knowledge of the ecology and natural history of a wide range of British mammals</p> <p>Good knowledge of current conservation issues in the UK Interest in biodiversity monitoring and recording schemes in the UK</p>	
<p><b>Skills</b></p> <p>Excellent written and verbal communication skills</p> <p>Successful time-management and organisational skills</p> <p>Ability and willingness to learn</p> <p>Highly motivated with the ability to work on own initiative as well as part of a team</p> <p>Ability to work with varied stakeholders towards a common goal, diplomatic and assertive</p> <p>Skilled use of spreadsheet, presentation and word processing software</p>	
<p><b>Experience</b></p> <p>Experience of working in nature conservation</p> <p>Experience of project management</p> <p>Experience in science communication</p> <p>Experience of working with social media</p>	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p><b>Other</b></p> <p>Willingness to travel within the UK, including occasional overnight stays, and to sometimes work outside of and in excess of normal office hours</p>	

