

**Role Title:** Communications & Events Coordinator (4 days per week)

**Duration:** Permanent (following completion of successful six month probation period)

**Location:** Home Based, anywhere in the UK

**Start:**   1 August 2024 or sooner

**Salary:**  £22,400 (28,000 FTE)

**Hours**: 4 days Monday to Thursday (28 hours per week, 9.30 am-5.30 pm with one-hour of unpaid lunch break)

**Annual Leave**: 20 days paid annual leave plus usual public holidays

**Reports to**: Communications Lead

**Working with:** Across the organisation

*Please send your CV, a covering letter and the application form below, to Kerry Meech at recruitment@gaianet.org by Midnight on Sunday 23rd June 2024.*

**The Role**

The Gaia Foundation are a small, international NGO with over 35 years’ experience in the environmental sector. The team are based across the UK and beyond, working from home but threaded together through constant collaboration. This is an exciting opportunity to support communications and events across our work and will suit a creative and committed collaborator.

With a particular focus on supporting communications and events across Gaia’s Food & Seed Programme work, this role is ideal for someone passionate about agroecology and seed justice, and with a demonstrable track record in previous communications and/or events focused roles. If you’re a passionate storyteller and an organised, motivated self-starter, we’d love to hear from you.

**Main responsibilities**:

* Content development **-** you will help write and develop articles, newsletters and social media content for Gaia in collaboration with the Communications Lead. Using Gaia’s poetic tone of voice, design tools such as Canva and Adobe Creative Suite, video tools such as Premier Rush and Vimeo and our Visibility Guidelines, you will develop a range of communications materials.
* Campaign delivery - you will support Programme Leads and the Communications Lead to develop and deliver campaigns that amplify key stories, achievements or calls to action.
* Web management - you will help keep websites up to date and ensure the user journey is effective and best serving the Programme’s audiences and aims. You will ensure all content is search engine optimised and help manage user sign-ups and donation pathways. You will support website re-visioning and improvements over time.
* Social media planning - you will help plan, create and schedule social media content to grow engagement and following, including merchandise promotion.
* Events coordination – you will support the Seed Sovereignty Programme Regional Coordinators and We Feed The UK Lead with the smooth running of events, exhibitions, engagement, training and network celebrations across the UK. Some travel may be required but in person attendance will not always be necessary. Support will primarily include providing technical support, creating ticket sales pathways, promotion, and administrative support to deliver.
* Recording and archiving – keeping online filing systems up to date around communications and events, to facilitate seamless collaboration with a remote team. This will include archiving event attendees’ data, feedback, consent forms, press coverage, video recordings, social media analysis, website analysis and photography.

**Person Specification:**

***Experience***

**Essential Experience**

* Demonstrable experience and understanding of creating engaging, informative written and visual content for a range of platforms including social media, website and e-newsletters
* Demonstrable experience of coordinating or supporting in the delivery of in-person and online events
* Demonstrable understanding of and interest in the environmental issues that Gaia’s work focuses on

**Desirable Experience**

* Experience in the charity sector or within a related organisation
* Experience communicating issues relating to our food system and holistic approaches for systemic change
* Experience delivering events within the UK food sovereignty and justice space

***Essential Skills***

* Excellent interpersonal skills demonstrating honesty, integrity and kindness
* A natural communicator with strong written and verbal skills
* A creative thinker with an eye for design and attention to detail
* Ability to work across multiple projects with competing deadlines
* A can-do attitude and natural problem solver who is passionate about delivering meaningful events
* A conscientious team player with the capacity to work both autonomously and collaboratively
* A curious learner with an open mind and willingness to adapt
* Skilled use of Canva, Adobe Creative Suite,Wordpress or a similar website creation tool, and CRM or e-newsletter software as well as video creation tools such as Premier Rush and video platforms like Vimeo
* Use of event promotion and ticketing tools such as Eventbrite or Ticket Tailor
* Organised and meticulous, with ability to keep ordered filing systems.

*Please send your CV, a covering letter and the application form below, to Kerry Meech at recruitment@gaianet.org by Midnight on Sunday 23rd June 2024.*

**Confidential Application**

## Communications & Events Coordinator

**The Gaia Foundation**

**Please complete this brief application form and attach a CV outlining your career to date, plus any academic and professional qualifications. Also include details of any voluntary post undertaken. Please send your** Application Form to recruitment@gaianet.org by **Midnight on Sunday 23rd June 2024.**

Full Name:

Address:

Phone number:

Email:

Are you eligible to work in the UK?

How did you hear about this role?

REFERENCES

Please give details of two professional referees - your current employer (they will not be contacted prior to an offer), and your previous employer or personal referee:

1 - Name and professional relationship to you:

Tel:

Email:

OK to approach Yes / No

2 - Name and relationship to you:

Tel:

Email:

OK to approach Yes / No

We may later ask for a third reference if required.

**Current Employment Terms Details**

Basic Annual Salary: Annual Leave:

Pension: Employer contribution: Employee contribution:

Any other benefits?:

Notice required: If applicable

##### Please state, on no more than 2 pages:

## 1) Why you would like to be the Communications & Events Coordinator for The Gaia Foundation

##### 2) What three key areas of your experience and skills you can bring to this role

##### (Please draw upon the essentials in the job description to inform your answer)

**DECLARATION**

I declare that the information that I have provided on this form is true and accurate, and in particular that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent contract of employment with the Gaia Foundation will be made on the basis of the information I have provided. Furthermore, I understand that a false declaration, which results in my appointment to the Gaia Foundation, will render me liable to dismissal without notice.

I have read the privacy notice below and deleted it as appropriate.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Recruitment Process**

## Timetable

|  |  |
| --- | --- |
| Deadline for applications | Midnight on Sunday 23rd June 2024 |
| Interview Date (Time to be arranged) | Monday 1st July |

## To Apply

If you would like to apply for the role then please send your CV, covering letter and Application Form to recruitment@gaianet.org by **Midnight on Sunday 23rd June 2024.**

**Information**

If you require any further information or you would like to discuss anything in more detail, please contact Kerry Meech at the above contact details.

**PRIVACY NOTICE: please read and tick the relevant box**

As part of any recruitment process, Gaia collects and processes personal data relating to job applicants. Gaia is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Gaia collects a range of information about you through the application forms and CVs. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

If your application is unsuccessful, Gaia may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose, and you are free to withdraw your consent at any time.

Please note that your information may be shared internally for the purposes of the recruitment exercise.

We will not share your data with third parties, unless your application is successful, and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

We take security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed.

If your application for employment is unsuccessful, Gaia will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

***I give / I do not give Gaia consent to hold my personal details contained through the recruitment process for the full 12 months to be considered for other positions or not.***