Communications Manager  
[Reference 112023NFCM]  
Start Jan 2024 (6 month initial contract with possible full-time extension)

NEKTON

Nekton’s mission is to rapidly accelerate our scientific understanding and protection of the ocean for people and the planet. We work for the ocean. Nekton is a UK-registered charity, based in Oxford, UK.

THE ROLE

Nekton is searching for a Communications Manager to join our team and run an innovative news and social media campaign around our forthcoming India Mission (end of March-end of April 2024).

Recruitment is for a start in January 2024 ideally (as early as possible) for an initial 6 months with the opportunity for a possible extension into a permanent role. Candidates should stipulate whether they are interested in being considered for the longer-term position when applying for the immediate role.

The position is open until an appointment is made.

WHAT ARE WE LOOKING FOR?

We are looking for an individual with a special blend of communications and content production skills, who revels in innovation and who understands what it takes to tell stories in ways that are culturally appropriate to capture public and media attention worldwide.

You will be meticulous at project management and will thrive at being hands-on in implementing a communications strategy with a range of international partners.

Proven experience in working with broadcast, digital and social media platforms and top-tier news organisations to successfully amplify media campaigns is important.

This role will take consummate professionalism, maturity and good humour - a “glass half-full”, problem-solving person - who is able to utilise in-house and outsourced resources creatively and cost-effectively to drive rapid development.

We need a team player who wants to grow, who understands the big picture and who can contribute to its creation.

Someone who wants to help create an organisation that is diverse and inclusive, who respects all views, and who genuinely believes that talent is universal in a world where opportunity has not always been equally distributed.
DETAILS

Start: January 2024
Location: Hybrid including c. 2 days at Oxford area HQ.
Salary: £3500-£4000 pcm, based on experience
Contract: 6month fixed-term contract or consultant with possible extension to a permanent employment contract from July 2024
Hours: Full time / 5 days per week
Reporting to: Head of Communications
Staff reporting to this post: Creative Media Producer
Working with: Principal Scientist, Expedition Manager, Finance and Central Operations.

KEY RESPONSIBILITIES AND TASKS:

- Reports to Head of Communications
- Tactical and operational lead and project management of the news and social media campaign around a marine science and conservation expedition in India, with India partners.
- Commission and manage the creation of digital, video, photographic and print content for internal and external audiences, pre, during and post-expedition.
- Manage project branding (including on vessel, equipment, personnel, apparel).
- Website and social media channel management (with Creative Content Producer)
- Manage and monitor the tone of voice, website content, digital communication, branding, messaging, collateral and social media ensuring they remain clear, consistent, compelling and current.
- Work in collaboration with the Media Director and Head of Communications, to develop and manage media relations and develop contacts with journalists, media professionals, influencers and partners and distribute relevant and appropriate stories regularly.
- Create and manage bi-monthly digital newsletter to subscribers and the Annual Report.

KEY ATTRIBUTES

- At least 5 years experience of professional communications management either within news, media, NGO or corporate environment
- At least 5 years experience of content production and project delivery and management of multi-dimensional international projects.
- Experience of international ocean, climate or environmental media is welcome but not essential.
- A confident, proactive and independent self-starter able to work quickly, flexibly and responsively in a fast-changing environment
- Highly organised, detail-oriented, strong editorially
- Strong written and oral communication skills within a team and with stakeholders (science, academic, media, business, government, civil society)

HOW TO APPLY

To apply for this position, please send your CV with a cover letter, quoting reference 112023NFCM, explaining why you think you would be a good fit for this role to finance@nektonmission.org as soon as possible. The position will remain open until an appointment is made.

Should you not be available to start in January 2024 but are interested in the position from July 2024, we also welcome your CV and cover letter.

Only shortlisted candidates will be contacted for an interview.