

## Communications Assistant

This is an exciting opportunity for an exceptional communicator wanting to learn a broad range of skills in a dynamic organisation that is working at the forefront of responsible sourcing and production of agricultural commodities around the world.

Proforest is looking for an organised self-starter and multi-tasker, to support the internal and external comms team, and the knowledge management and eLearning functions.

You will be part of the Communications team, supporting colleagues in Europe, Southeast Asia, Africa and Latin America, who work across donor-funded programmes, client consultancy projects capacity building and training.

The ideal candidate will have a desire to build a career in communications, an appetite to learn on the job, and a passion for social and environmental sustainability. It would also be useful to have a very good level of either French, Spanish, Portuguese or Bahasa Indonesia – as well as English.

## About Proforest

Proforest is a mission driven organisation with a 20-year track record of supporting the transition to sustainable production and sourcing of agricultural and forest commodities. We are a not-for-profit group with a global presence across Europe, Asia, Africa and South America and work with governments, the private sector and civil society to deliver positive social and environmental outcomes in the places agricultural commodities are produced, ranging from protecting forests to recognising the land rights of indigenous peoples to improving conditions for workers.

Our clients are well-known consumer brands, such as Unilever, Nestle, PepsiCo and Mars, retailers such as Target and Ikea and the world's largest traders and integrated producers including Cargill, Olam, Wilmar and Cofco. We combine our work for companies with longer-term programmes supported by institutional funders such as the UK's FCDO, Germany's IKI and GIZ, and the Global Environment Facility.

## Position summary

### Main responsibilities

- Internal support – coordinating internal requests for support from the team
- Website maintenance – supporting with content updates and ongoing management
- Social media channels – supporting our Twitter and LinkedIn accounts
- Flickr account – managing Proforest's photography library
- Online analytics – supporting on quarterly reporting across all online channels
- Design work - coordinating freelance designers working to deadlines
- Proforest Academy - support eLearning manager with administering internal courses

- Content creation – helping with layouts and editing of different content types
- Translations – coordinating content translations
- Mailchimp – managing Proforest’s database and supporting mailshots
- Sharepoint – support maintenance of Proforest’s Intranet and document libraries
- Microsoft Teams – support global teams, including meeting schedules, file sharing

## Requirements

We are looking for the following skills:

- Familiarity with digital platforms and main social media channels
- Good editorial skills, proof-reading and writing, preferably in more than one Proforest language
- Editing skills, working in video and audio
- MSOffice skills (working with templates in Word, PowerPoint, Excel)
- Close attention to detail and an eye for quality
- Good communication – from understanding what colleagues need to briefing third parties
- Excellent time management, ability to multi-task, meet deadlines and manage project plans

## Our work environment

Proforest has an amazing global team of highly motivated staff from over 20 countries working out of offices in the UK, the Netherlands, Malaysia, Indonesia, Ghana, Brazil, and Colombia. The UK office is in Oxford with a friendly work environment where colleagues work very collaboratively and also socialise outside of the office. Regular internal exchange events bring together colleagues from all the offices for learning and exchange, ensuring a strong sense of a belonging to a global team. We have encouraged flexible working for many years which helps our staff to better manage their work/home balance.

## Terms and conditions

Annual salary: £22k - £24k, depending on experience.

Permanent position, ideally based in Oxford, UK, but we will consider excellent candidates based near [one of our global offices](#).

Full time, but we are happy to discuss some flexibility, and there is scope to work from home part of the time (currently working virtually due to COVID).

Benefits include flexible working, company pension, life insurance.

## To apply

Please send a cover letter outlining any relevant experience and why you would be a good fit for the role at Proforest, with your CV to [personnel@proforest.net](mailto:personnel@proforest.net)

**Closing Date:** Monday, February 22

*Proforest is an equal opportunity employer.*