

## **Development and Communications Officer**

### **JOB DESCRIPTION**

#### **Overview**

- To develop, grow and maintain ELF's professional and public membership networks. ELF's professional network consists of barristers, solicitors and environmental technical consultants.
- To promote and raise ELF's profile through a variety of media, articles and events.
- To provide fundraising support to senior management team.

#### **Membership**

- Administration of the Membership database including correspondence with new members.
- Develop and manage professional and public membership growth targeting potential new members.
- Strengthen relationships with members through contact and promotion of activities.
- Develop new membership opportunities.
- Administration of all professional and public membership subscriptions.

#### **Communications**

- Work with senior management team to represent ELF to the media.
- Promotion of ELF's work via social and other media.
- Produce communications, marketing and fundraising materials including ELF's newsletter.
- Develop ELF's website content with senior management team.
- Produce articles for wider publications and attend promotional events.

#### **Internal ELF communications**

- Manage the internal ELF communication process within the management and wider Trustees team to include email and WhatsApp.

#### **Board of Trustees communications**

- Responsible for agendas and minutes of Trustees meetings.
- Produce reports where necessary.

#### **Event management**

- Assistance with the planning and organising of in person and online ELF events.

#### **Organisational development**

- Support senior management team in development of organisational strategy, structure and systems required to support organisational growth.

### **PERSON SPECIFICATION**

#### **Experience**

- Experience of promoting and development of voluntary sector organisations.
- Experience of membership development.
- Experience of marketing and social media.
- Fundraising experience.

**Skills**

- Excellent communications skills, both verbal and written.
- Strong interpersonal skills.
- Well organised and capable of meeting deadlines.
- High level of accuracy and attention to detail.
- Computer literate.
- Understanding of UK General Data Protection Regulation.

**Knowledge**

- Some knowledge of the legal sector.
- Some knowledge/understanding of environmental issues facing communities.

**Personal Qualities**

- Self-motivated and well organised.
- Able to work independently.
- Resourceful and able to think clearly.

**EMPLOYMENT DETAILS**

Salary: £25,350 FTE pro rata (£13 p/h).

Contract: 1 year (potential to extend subject to funding), 2 days (15hrs) per week, with two-month probation period.

Location: Working remotely from home. Must be available to attend meetings in London on an ad hoc basis if required.

Closing date: 12<sup>th</sup> September 2022.

Application: CV and covering letter to [info17@elflaw.org](mailto:info17@elflaw.org).