

# BRISTOL CLIMATE & NATURE PARTNERSHIP

Communications and  
Engagement Officer -  
Candidate information pack



# LET'S TRANSFORM THE REGION. FAST. FAIRLY. TOGETHER.

Thank you for your interest in the Communications and Engagement Officer role at Bristol Climate & Nature Partnership (the Partnership).

The Partnership brings together its 1,300+ member organisations to take action towards a zero carbon, nature-rich and social just future for our city and region.

We connect policy makers, the public sector, local businesses, charities, communities and underrepresented groups.

Helping them design and implement their own responses to the climate and nature crises — in a fast, fair and interconnected way.

You will be joining a passionate, ambitious, creative and supportive team, that is committed to creating positive change.



Find out more about the work we do [on our website](#) and in our latest [Annual Review](#).

# VISION AND VALUES

Our vision is a zero carbon, socially just Bristol where all our communities and nature thrive.

Our values are:

- \* Impact: we are committed to making change happen
- \* Collaboration: we love working together
- \* Courage: we hold hope and discomfort
- \* Wellbeing: we work sustainably

Our Theory of Change can be viewed [here](#).

## OUR PLANS FOR 2025 - 2027

From 2025–27 the Partnership will work collaboratively across Bristol and the West of England to catalyse a fast and fair transition to a resilient region.

We remain committed to and informed by our work towards our vision of a zero carbon, socially just Bristol where our communities and nature thrive.

By expanding our efforts to facilitate collaborative action to a regional level — we believe our city and region's progress can be advanced, in turn accelerating the UK's fast and fair transition.

Our 2025–2027 strategy can be viewed [here](#).

# ABOUT THE ROLE

- \* **Contact:** 18 months fixed term
- \* **Role:** 0.8FTE (28 hours per week). Days of the week are flexible, but the post holder needs to be available on Wednesday.
- \* **Salary grade:** £26,500 – £28,500 pro rata (based on experience). A 0.8FTE contract would be £21,200 — £22,800 per annum.
- \* **Interviews:** Monday 21 and Wednesday 23 July in central Bristol. If a second stage interview is required, this will take place on Monday 28 July.
- \* **Deadline for applications:** 9am on Monday 7 July
- \* **Preferred start date:** 3 September 2025

# DIVERSITY AND INCLUSION

We value diversity and believe that a diverse mix of perspectives will help the Partnership achieve its best work.

We are aiming for our organisation to better reflect the city and region we represent and encourage applications from those belonging to marginalised or underrepresented groups.

The Partnership is committed to making adjustments for people who face barriers.

If you would like to discuss this in relation to either your participation in the recruitment process or in the role, please contact us at [recruitment@bristolclimatenature.org](mailto:recruitment@bristolclimatenature.org).

# ABOUT THE ROLE

We're looking for a proactive and creative Communications and Engagement Officer to support a wide range of projects and activities and help implement our Communications Strategy.



Working closely with our Communications and Engagement Manager, the successful candidate will create regular content for our social media channels and website, develop a variety of communications assets and resources, support evaluation of our communications activities and help explore new ways to engage our members and wider audiences.



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We're looking for someone with experience of communicating across different formats and platforms, managing social media scheduling, and monitoring communications impact.

The role will suit someone who likes to work creatively, takes initiative, and thrives as part of a small, passionate team.

# MAIN RESPONSIBILITIES

- \* Support the delivery of the Partnership's Communications Strategy, working closely with the Communications and Engagement Manager and Head of Communications and Partnerships;
- \* Support the development and implementation of the Partnership's social media strategy;
- \* Manage day-to-day scheduling and publishing across social media channels, monitor engagement, and track performance metrics;
- \* Develop communication plans for projects or activities, crafting key messages and tactics tailored to target audiences;
- \* Create a range of content and communication assets for use across various channels including: regular content for the website, social media and newsletters; press releases and blog posts; reports and infographics; graphics and accessible resources to support key projects;
- \* Help identify new opportunities for effectively engaging current audiences and reaching new ones;
- \* Work with the Communications and Engagement Manager to amplify the reach of content related to our priority projects beyond the Partnership's existing network;
- \* Support the monitoring, evaluation and reporting of communication and engagement activities to support improvement.

# WHO WE ARE LOOKING FOR

## Person specification

- \* At least two years' communications experience with a strong track record of producing engaging and inclusive content for a range of platforms and audiences.
- \* Experience of managing social media channels, including content creation, scheduling, and monitoring performance across platforms such as LinkedIn, Twitter/X, and Facebook.
- \* Ability to use digital tools to support communications, for example, email marketing platforms (e.g. Mailchimp), content scheduling tools (e.g. Buffer or similar), website content management systems (e.g. Wordpress or alternatives) and design software (e.g. Canva).
- \* Experience of evaluating communications and engagement activities and managing data to inform future work.
- \* Strong organisational skills and the ability to multitask across a range of activities to meet deadlines.
- \* Able to use initiative and solve problems creatively.
- \* Able to work collaboratively as part of a team.
- \* An understanding of climate, nature and social justice issues and the local environmental sustainability sector.
- \* Confident using relevant IT systems, such as Microsoft 365.

# BENEFITS

Our organisation aims to create an inclusive working environment where all employees have the space to learn, share, and grow.



Benefits include:

- \* Company Healthcare Cash Plan and Employee Assistance Programme
- \* Two team wellbeing half days each year
- \* Cycle to Work scheme
- \* Climate Perks scheme, offering paid 'journey days' to staff who travel on holiday by train, coach or boat instead of flying
- \* Training and development opportunities and collaborative working groups



Employees benefit from a flexible approach to working and there is scope to work remotely by agreement.

However, some office-based working in our central Bristol office will be important (particularly on Wednesdays).

# HOW TO APPLY

To apply for the role please complete [this form](#) in any of the following ways:

- Download and complete the form, then return to us by e-mail to [recruitment@bristolclimatenature.org](mailto:recruitment@bristolclimatenature.org).
- Print and complete the form, then return to the following address by post or drop it off at the Spear House reception: Bristol Climate & Nature Partnership, Spear House, 51 Victoria St, Redcliffe, BS1 6AD.

If returning the form by e-mail, please attach it as a word document i.e. a '.docx file' rather than a PDF. This helps us when anonymising the applications ahead of shortlisting, to minimise unconscious bias affecting the process.

If this method of applying for the role isn't accessible to you, please contact us to discuss alternative options on [recruitment@bristolclimatenature.org](mailto:recruitment@bristolclimatenature.org) or 07508 482110. The deadline to apply is Monday 7 July at 9am. Applications sent after this deadline will not be shortlisted.

We are unable to offer sponsorship for work permits or visa applications. Only applicants with the right to work in the UK will be considered.

Interviews are planned to take place on Monday 21 and Wednesday 23 July.

If a second interview is required to make a decision, it will be on Monday 28 July.

If you have any questions or would like an informal discussion about the role, please email [recruitment@bristolclimatenature.org](mailto:recruitment@bristolclimatenature.org) with your phone number. We will aim to get back to you within 3 working days.

