

Assistant Visual Communications Editor

About us

We investigate and campaign against environmental crime and abuse.

Our undercover investigations expose transnational wildlife crime, with a focus on elephants, pangolins and tigers, and forest crimes such as illegal logging and deforestation for cash crops such as palm oil. We work to safeguard global marine ecosystems by addressing the threats posed by plastic pollution, bycatch and commercial exploitation of whales, dolphins and porpoises. Finally, we work to avert climate catastrophe by strengthening and enforcing regional and international agreements that tackle short-lived climate super-pollutants, including ozone-depleting substances, hydrofluorocarbons and methane, and advocating corporate and policy measures to promote transition to a sustainable cooling sector and away from fossil fuels.

About role

As part of a dynamic team, you will support the delivery and distribution of the Communications Team's external and internal messaging, assisting with all aspects of graphic design, video production and editing, stills photography, image cataloguing, events and social media. You will also be involved in helping to develop and work on our outreach programmes and youth strategy.

As well as having a working knowledge of graphic design and film within Adobe software, you will have strong organisational skills and help maintain image and video archives for the organisation, responding to image and footage requests. You will assist with design of reports, infographics and other communications assets as well as production of videos for our digital channels. You will work closely with the Comms, campaigns and Fundraising teams to develop and deliver communications materials to maximise EIA's impact. With a creative mind and strong interpersonal skills, you will be comfortable and confident in speaking to colleagues.

Salary

Circa £32,500

Deadline for applications

31 July 2023

Organisational matters

Reports to the Head of Communications while working under the Visual Communications Editor. Hybrid working negotiable.

Essential skills

- Thorough working knowledge of Adobe design and editing software (Premiere Pro, InDesign, Illustrator, Photoshop, Acrobat)
- Considerable experience preparing design materials for print and digital outputs.
- Demonstratable skills/experience in camerawork for video and stills photography
- Thorough understanding of digital image, video and audio formats, their optimisation and use.
- Sourcing of appropriate stock images, video and audio for use in production
- Good understanding of Microsoft 365 Office software (particularly Word, Outlook, Excel, Teams and OneDrive)
- Ability to create visual content for our website, e-bulletins, social media and other channels.
- A demonstrable creative mindset
- Effective communication and interpersonal skills
- Ability to communicate technical issues in a non-technical way
- Patience
- The capacity to work under pressure to support occasional tight deadlines in a timely and efficient manner.
- A passion for the work of EIA UK

Desirable

- Skills/experience in Adobe After Effects, Adobe Bridge
- Skills/experience in online content creation platforms such as Canva, Adobe Express
- Skills/experience with video shoot equipment cataloguing/preparation and maintenance.
- Audio editing skills (e.g., Adobe Audition)
- Audio recording skills
- Microsoft 365 Admin experience
- Experience of the charity sector
- Experience of environmental campaigning organisations

Competencies and behaviours

- Ability to work as a positive team member, facilitating a team environment through personal behaviour, work contributions and the sharing of experience and knowledge
- Can turn activities and services into compelling content, with engaging calls to action
- Can communicate with multiple audiences in a clear, accessible way.
- Demonstrates a high degree of personal initiative with good planning and organisational skills, with heightened attention to detail
- Ability to adjust to the ever-changing needs of the organisation and to multi-task efficiently
- Ability to work in an organisation that is diverse and multicultural
- Can see opportunities to link our services and activities with wider campaigns, work and strategies
- Resourcefulness to work with a limited budget
- Ability to take the initiative to develop this role and make the most of the opportunities available

Candidates invited to interview will be expected to bring a portfolio of their work which, ideally, would include examples of graphic design, photography and any short videos they may have produced. Interviews are likely to be held during the second week of August 2023.

EIA UK recognises the positive value of diversity. We welcome and encourage applications from people of all backgrounds.

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