EIA Comms – Digital Implementation Officer
(Maternity Cover – 9 Months)

About us
We investigate and campaign against environmental crime and abuse.

Our undercover investigations expose transnational wildlife crime, with a focus on elephants and tigers, and forest crimes such as illegal logging and deforestation for cash crops like 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 reduce the impact of climate change by campaigning to eliminate powerful refrigerant greenhouse gases, exposing related illicit trade and improving energy efficiency in the cooling sector.

About role
As part of a dynamic team, you will support the delivery and distribution of Comm’s external and internal messaging, the maintenance and development of the EIA’s Digital infrastructure and help and encourage EIA staff to get the most out of their office/digital tools.

As well as having a clear understanding of Content Management Systems and the fundamentals of web design, you will have a diverse digital tools skillset, enabling you to build, optimise and deliver the full range of digital content (text, images, video, audio, interactive) on a variety of platforms. You will also have a clear understanding of Microsoft Windows and Microsoft 365 tools to the extent that you can support staff and troubleshoot basic issues on these platforms. You will also be reliable and sociable; comfortable and confident in speaking to colleagues. Someone who knows when to be independent and proactive and when to report back to the Digital Implementation Manager. You should have an avid interest in all things digital, keeping up with the latest trends and changes. You will also have a burning desire to learn new applications and techniques to fill gaps in your knowledge in this vast and ever-changing digital landscape.

Salary
£24,000 - £26,000 (depending on skills and experience),
9 Month contract with possibility of extensions (funding dependant)

Deadline for applications
3/09/2023

Organisational matters
Reports to the Head of Communications, Hybrid working negotiable.
**Essential Skills**

- Experience of building and publishing web pages on Content Management Systems
- Comprehension of HTML, CSS and Embed code such as ‘iframes’
- Understanding of digital image, video and audio formats, their optimisation and use
- Good understanding of Microsoft Windows and Office software (particularly Windows, Office 365, OneDrive and Teams)
- Effective communication and interpersonal skills
- Ability to communicate technical issues in a non-technical way
- A desire and willingness to learn
- Ability to quickly adopt and use new online tools and systems
- A desire and willingness to help others
- Patience
- The ability to work effectively as a member of a team
- The capacity to work under pressure to support occasional tight deadlines
- A passion for the work of EIA UK.

**Desirable**

- Experience using WordPress and ‘Page Builder’ tools
- Experience building ‘Multimedia’ pages with interactive elements
- Experience using and/or Administering SharePoint online
- Experience using online email marketing tools (e.g., MailChimp)
- Experience using cloud storage systems (e.g., OneDrive)
- Experience using online reporting (‘ticketing’) systems
- Experience in using online tools for creating embeddable content (e.g., Canva)
- Working knowledge of the Adobe Create Cloud suite, particularly Photoshop, Premiere and Audition
- Ability to think creatively, research and propose solutions to digital implementation challenges
- Experience in the creation and delivery of social media content
- Understanding of responsive design
- Understanding of Google Analytics tools
- Advanced image editing and optimisation skills
- Video editing skills
- Audio editing skills
- Audio recording skills
- Hand coding HTML and CSS
- Microsoft 365 Admin experience
- Understanding of Multi Factor Authentication and online security implementations
- Understanding of Android and iOS mobile platforms
- Understanding of Windows and MacOS platforms
- Experience of the charity sector
- Experience of environmental campaigning organisations.

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