

Communications Officer

Organisation	Plan Vivo
Location	UK based, preference for Edinburgh-based
Remuneration	£28,000 - £30,000/year
Interview Dates	Interviews planned for approx. 31 st August – 4 th September
Start Date	September/October 2026
Contract type	Full time, permanent

Purpose of the role

The Communications Officer is a delivery-focused position responsible for implementing agreed external and internal communications activity for Plan Vivo. The role supports visibility, clarity, and consistency across channels, both internal and external, without owning organisational strategy, advocacy, or public affairs. This role incorporates elements of internal communications as related to material coordination and delivery across the Plan Vivo programme areas, the extended management team (EMT) and the senior management team (SMT).

This role is explicitly not responsible for setting communications strategy, leading advocacy, or representing Plan Vivo in policy or political contexts. These are the responsibility of the senior management team (SMT).

Position in the organisation

- Reports to: Communications Lead,
- Works closely with: Head of Operations, SMT, EMT, programme leads, and external communications advisor,
- No line management responsibilities,

Core Focus

The role is an operational role, delivering on Communications priorities across internal and external audiences.

Key Responsibilities

Indicative time allocation is provided to support clarity and expectation-setting. Percentages are approximate and may flex slightly across the year depending on priorities, campaigns, and organisational needs.

1. Administrative and internal communications (~30%)

- Manage the info email account,
- Update the Communications Manual and improve and streamline internal communications processes,
- Support the Head of Operations in the update and maintenance of Plan Vivo's intranet system, ensuring content is up to date,
- Information gathering, publication and delivery to the Secretariat the internal monthly newsletter,

2. Website admin/content (~50%)

- Working with the Communications Lead and a third-party provider to continue to improve the functionality of the Plan Vivo website,
- Working with the Communications Lead to ensure the Plan Vivo website is updated, including regular content updates, writing/editing news stories/blog pieces/copy, uploading project and standard documentation, and maintaining Project Pages:
- Checking through documentation and updating as necessary,
- Updating copy to reflect the current workings of projects,
- Updating project pictures,
- Developing, creating, and uploading content,
- Supporting with SEO, Google analytics, LinkedIn tracking, analytics, and contribution to KPI development,
- Assisting with social media posts, including creating and posting content on LinkedIn, Facebook, and other social media platforms based on strategy as planned by the Communications Lead,
- Creating and editing videos,

3. Resource development (~15%)

- Support with the creation and design of presentation decks and report templates, and any other required internal and external resources,
- Editing, proofreading, and supporting the Communications Lead and externals with report and documentation outputs, and the outputs of any other resources,

4. Other (~5%)

- Support event planning and event preparation,
- Support with press and media responses, including developing and drafting statements and analysing media coverage of Plan Vivo partners.

Explicit exclusions

This role does not:

- Independently set external communications, media, or advocacy strategy,
- Lead policy engagement, lobbying, or public affairs,
- Act as an organisational spokesperson, except where expressly agreed and supported,
- Own brand positioning decisions,
- Lead crisis communications or reputational response strategy,
- Own internal culture, HR communications, or internal change processes.

Qualifications, Expertise, and Skills/Competencies

Essential	Desirable
<u>Qualifications</u> • Bachelor's degree in a relevant field, such as communications, PR, or marketing, or equivalent relevant work experience, • Based in-country (UK) with full rights to work.	<u>Qualifications</u> • Knowledge of VCM, carbon, nature, climate, or NGO spaces • Based in Edinburgh.
<u>Experience</u> • Undergraduate degree or equivalent professional experience in a similar role, with experience in the following: ○ Digital marketing, content management systems, social media analytics, email marketing platforms, basic design tools, etc.	<u>Experience</u> • Experience operating communications, marketing, or PR for nature or carbon market-facing organisations, • Copy writing for environmental, conservation, or international development spaces,
<u>Skills/Competencies</u> • Administrative experience, such as inbox management, file organisation, and data entry, • Familiarity with programmes like Mailchimp, Canva, communications experience regarding social media upkeep, and/or enough background with similar platforms to be able to pick up new things quickly, • IT skills, particularly pertaining to website and communication platforms, • Good relationship management and communication skills to deal with a range of internal and external stakeholders,	<u>Skills/Competencies</u> • Fluency in Spanish, Bahasa, or French, • Creative design and writing skills,

• Fluency in spoken and written English, with excellent and demonstratable written and verbal communication skills, • Proven organisational, project and time management skills, with an ability to prioritise and juggle multiple assignments, • Quality orientation with high level of accuracy and strong editing abilities, • Ability to work cohesively as a part of a diverse team, but also independently, • High levels of emotional intelligence and cultural literacy and ease operating in different socio-cultural contexts, • Culturally sensitive and patient.	
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Application process

To apply for this position, please email your CV and a cover letter detailing your relevant qualifications, experience, and skills for the role to people@planvivo.org by the **16th of August**.

We will contact applicants shortlisted to schedule **a remote interview which will be carried out between the 31st of August – 4th of September**.

PVF is an equal opportunity employer, and ensures positions are accessible to all, regardless of race, nationality, ethnicity, age, disability, gender expression or identity, sexual orientation or identity, religion, marital or parental status.