**BORDERS FOREST TRUST**

**COMMUNICATIONS AND SOCIAL MEDIA COORDINATOR**

If you’re an amazing social media user with a passion for nature and the outdoors, and want to work for an organisation concerned about saving nature then keep reading.

Borders Forest Trust was established in 1996 to help restore native woodland to Southern Scotland and to encourage an interest in woodland culture with those in the local community.

Since then we have set about reviving the Wild Heart of Southern Scotland through demonstrating excellence in ecological restoration of our own properties, and through partnerships encouraging the development of woodland culture, enabling people to access woodlands, developing habitats and supporting environmentally sustainable economic activity.

Our digital content is vital to our mission to restore the Wild Heart of Southern Scotland - from rallying people together to speak up for nature, to inspiring a love of wildlife, to raising the income that pays for our ecological restoration work.

This role will include some book-keeping (training given) and organisational support. You’ll also work to improve the effectiveness and use of the content on our blog and social media channels, that drive income and direct support to our work by bringing more people in, making their interactions more meaningful, inspirational and empowering, and providing them with ways in which they can get involved.

Therefore you’ll be a key member of our small but growing team, based near Jedburgh in the Scottish Borders.

This role is your chance to make real change possible. What do you say?

To apply: demonstrate in no more than 2 pages your experience in social media and give us an idea of how you would use it to benefit Borders Forest Trust. Send your application along with a one page CV to [recruitment@bordersforesttrust.org](mailto:recruitment@bordersforesttrust.org) , and your availability to start. The closing date is 3pm on the 8th of November 2019. We will ask for references at the intervew stage.

**Job Description**

Working directly with the Chief Executive, the main purpose of this role is to improve the effectiveness and use of the content on our blog and social media channels, that drive income and direct support to our work by bringing more people in, making their interactions more meaningful, inspirational and empowering, and providing them with ways in which they can get involved. The role also includes book-keeping (training will be available) and organisational support.

Border Forest Trust has a flexible working philosophy, so the list of your responsibilities is not exhaustive and may change over time. As we are a small team you will be required to support other members of the team as necessary, this may include out of hours working.

**Responsibilities include:**

**Website and social media: to increase income from members and supporters through increased social media and web profile this post will:**

* + Create, maintain, and grow new and existing social networks, including Twitter, Facebook, Instagram, Facebook, and others
  + Create engaging written and visual content for social media platforms
  + Manage company blog and editorial calendar that aligns with key events
  + Monitor social media progress using web analytic tools
  + Research new media platforms, trends, and industry opportunities

**Finance**

* + Managing day to day bookkeeping using Quickbooks
  + Updating the fundraising and membership database
  + Providing information to support the team, and Trustees

**Office Admin**

* + Handling and directing enquiries
  + Ordering office stationery and supplies
  + Organising office maintenance contracts

**Essential**

* + A strong interest in nature and the outdoors
  + Quick learner, with a can do attitude
  + A willingness to take on responsibility and learn new skills
  + Excellent numeracy and communication skills
  + Good attention to detail
  + Ability to stay calm under pressure
  + Methodical and thorough approach to work
  + Organised
  + Good at juggling tasks and prioritising
  + A great team player
  + Proficiency in MS IT systems
  + A full, valid driving licence
  + The flexibility to work some evenings and weekends

**Terms and Conditions**

**Salary**

Expected starting salary£17 000 to £20 000, depending on experience and subject to annual review. Employer pension contributions can be up to 5%, as long as this contribution is matched by the employee.

**Hours of work**

Full Time 37.5 hours per week, including occasional evening and weekend work, acknowledged through time off in lieu (TOIL), overtime is not paid. We may consider flexible work patterns. Annual leave entitlement is 34 days/year, this includes public holidays which can be taken flexibly.

**Place of work**

This post is based at the main BFT offices at Monteviot Nurseries near Jedburgh. There will also be some time spent outdoors and at external meetings, mainly in southern Scotland.

**Travel**

Clean driving license and own car required with agreed mileage expenses (in accordance with BFT's mileage policy) re-imbursed at a rate of 42p/mile.

**About Us**

Borders Forest Trust was established in 1996 to help restore native woodland to Southern Scotland and to encourage an interest in woodland culture with those in the local community. Since then we have set about reviving the Wild Heart of Southern Scotland through demonstrating excellence in ecological restoration of our own properties, and through partnerships encouraging the development of woodland culture, enabling people to access woodlands, developing habitats and supporting environmentally sustainable economic activity.

So far we have planted over two million native trees in the south of Scotland.