



# Role: Communications and Administration Officer (Edinburgh, UK)

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Organisation	Plan Vivo Foundation (PVF)
Location	Edinburgh, United Kingdom
Role	Full or part time, fixed term contract
Remuneration	<b>£27,250 (full time, pa)</b>
Website	<a href="http://www.planvivo.org">www.planvivo.org</a>
Closing Date	28th September 2024
Interviews	7th - 18th October 2024
Start Date	As soon as possible

## The Role

The main focus of this role will be to provide support across Plan Vivo's offerings, by working with and assisting the Communications Coordinator and the Operations Manager. The officer will work as part of the PVF Edinburgh operational team (the Secretariat) and is line managed by the Communications Coordinator. The most suitable candidate will be someone with good written skills and hold some marketing experience. They will also need to have administrative experience and not be frustrated by rolling standardised and organisational tasks.

This is a **full-time position**, but part-time will be considered depending on the ability and availability of the candidate. The role is based in Edinburgh, however the candidate does not necessarily need to be located within Edinburgh. We will accept applications from remote workers, although our preference would be for the successful candidate to come into the Edinburgh office at least once a week. The candidate must hold the right to live and work in the UK. This is a **18-month contract**, which may be extended, depending on performance and project funding.

## About Plan Vivo

The Plan Vivo Foundation (PVF) is an internationally focused charity registered in Scotland. Its purpose is to develop and oversee the Plan Vivo Standards (PV Climate and PV Nature) and support Plan Vivo-certified projects worldwide. 'Plan Vivo' provides a framework and Standard for community-based payments for ecosystem services, principally in developing countries. Its growing portfolio of 29 operational and over 20 pipeline projects comprise a diverse range of ecosystem restoration and protection projects, as well as livelihoods development initiatives. These empower smallholder farmers and rural communities to reduce and reverse ecosystem degradation, while improving natural resource management to meet basic needs.

Plan Vivo certified projects are typically geared around land-use, forestry and blue carbon interventions, with a clear link to water, biodiversity and livelihoods development activities. Plan Vivo's work leverages both private sector and donor financed activities, working with a growing range of partner organisations to deliver on some of the world's most pressing global challenges. Plan Vivo engages academia, the private sector, sustainability consultancies, NGOs and civil society actors in order to develop and improve climate mitigation and adaptation solutions. Its work touches on natural climate solutions, net zero targets, zero deforestation supply chains and the Sustainable Development Goals.

**PVF's charitable aims are to:**

- Reduce poverty through engaging rural communities in sustainable land-use projects;
- Promote environmental protection and improvement through biodiversity conservation and the restoration, protection and management of terrestrial and marine ecosystems;
- Advance education and build local capacity through the transfer of knowledge, skills and resources to developing countries.

**The Plan Vivo Foundation has the competence and responsibility to:**

- Take all decisions on the registration and status of Plan Vivo projects;
- Annually review projects and coordinate third-party validation and approve verifiers;
- Approve project technical specifications and coordinate peer reviews by relevant experts;
- Issue Plan Vivo Certificates (PVCs and PVBCs) in respect of ecosystem services generated by projects;
- Develop the Plan Vivo System and Standards in consultation with stakeholders;
- Maintain and disseminate clear and up-to-date information about Plan Vivo; and
- Advocate for pro-poor, participatory approaches to conservation and biodiversity management and land use, where Indigenous Peoples, local communities and smallholders are involved in the project design and delivery.

## **Specific Responsibilities of the role**

The following tasks form the core responsibilities of the role.

**General/administrative:**

- Work with Operations Manager and Comms Coordinator to manage Plan Vivo email accounts
- Organise the organisational One Drive (work with different teams to archive relevant folders and arrange and standardise others)
- Update the Comms Manual and improve and streamline internal comms processes
- Work with the Operations Manager to further the move to Guru
- Contractual support - support with drawing up and managing contracts

**Website admin/ content:**

- Completing regular website updates, notably to our '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 etc
  - Working with a third party to update the Projects Map

- Writing news stories and blog pieces for the Plan Vivo website
- Supporting with the transition to a new website platform.
- Supporting with SEO, Google Analytics etc
- Assisting with social media posts - creating and posting content on LinkedIn, Facebook, Twitter etc.
- Creating and editing videos
- Working with the Communications Coordinator and a third party provider to continue to improve the website, by writing copy and managing and organising content.

**Resource development:**

- 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 Comms Coordinator and externals with report and document outputs, and the outputs of any other resources etc

**Compliance/ legal:**

Work with relevant bodies to ensure that Plan Vivo maintains and keeps up to date with:

- GDPR compliance, Terms and Conditions, Privacy Policy etc

**Other:**

- Event planning and support: support the Comms Coordinator and Ops Manager with the planning of events and workshops, as well as team and away days.
- Support Plan Vivo staff by organising travel and booking accommodation for trips (whether project visits or events/ conferences).
- Monitor the Plan Vivo ‘carbon footprinting’ tracker and work with the Ops Manager and Comms Coordinator to compensate Plan Vivos footprint as necessary annually.

**Qualifications, Expertise and Skills / Competencies**

Essential	Desirable
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>• Undergraduate degree in relevant field, or equivalent experience.</li> <li>• Based in-country with full rights to work*.</li> </ul>	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>• Familiarity with nature conservation and restoration, carbon markets, or international development.</li> </ul>

<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Administrative experience, such as inbox management, file organisation, and data entry.</li> <li>• Marketing and communications experience, and familiarity with programmes like Mailchimp/Canva, social media upkeep, and/or enough background with similar platforms and be able to pick up new things quickly.</li> <li>• Experience writing web copy - including news stories and blog pieces.</li> </ul>	<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Marketing/comms experience within the conservations, international development, or charitable sector.</li> <li>• Copy writing for environmental, conservation, or international development spaces.</li> <li>• Digital marketing experience – experience in SEO, Google Analytics, Hootsuite, Adobe, etc would be beneficial.</li> <li>• Experience creating and editing videos.</li> </ul>
<p><b><u>Skills / Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Fluency in spoken and written English. Excellent and demonstrable written and verbal communication skills.</li> <li>• Good relationship management and communication skills, to deal with a range of internal and external stakeholders.</li> <li>• IT skills, particularly pertaining to website and communications platforms.</li> <li>• Proven organisational, project and time management skills, with an ability to prioritise and juggle multiple assignments.</li> <li>• Quality orientation with high level of accuracy.</li> <li>• Ability to work cohesively as part of a diverse team but also independently.</li> <li>• High levels of emotional intelligence and cultural literacy and ease operating in different socio-cultural contexts.</li> <li>• Culturally sensitive and patient.</li> </ul>	<p><b><u>Skills / Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Working knowledge or fluency in the languages of our key regions.</li> <li>• Creative design and writing skills, with the ability to use relevant design software/ online platforms (as mentioned above).</li> </ul>

## Application process

To apply for this position, please visit our careers page where you can download and complete the application form and the equal opportunities form and email them to [info@planvivofoundation.org](mailto:info@planvivofoundation.org) by the 28th September 2024.

We will contact applicants shortlisted to schedule **remote/in-person interviews which will be carried out in English from the 7th to the 18th of October 2024**, with a the possibility to start early as possible after this date.

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.

\*Please note: As this is a fixed-term contract, PVF is unable to offer sponsorship for this role and any perspective candidate must independently have the right to work for the entirety of the contract.