

Communications Manager (part-time)

the Jane Goodall Institute Global

Job summary

The Jane Goodall Institute Global (JGIG) seeks a dynamic Communications Manager reporting to the Global Manager of JGIG who is based in London. This role will have the opportunity to connect with the inspiring people and projects of the Jane Goodall Institute around the world, working with the Global Manager and others to develop and refine our structures and systems for internal and external communications.

Aims and responsibilities

The aims of the role are to support the international network of JGI chapters with all types of communications, focusing on enhancing global communications capability and results, and gathering and sharing information within our network and identifying opportunities.

- Advising and assisting with the design of a new Intra-net system for JGIG's use; (strong IT skills in this area are not necessary but would be helpful) and writing and posting key content for internal communications; overseeing and editing a user manual for the Intra-Net
- Leading on the tracking and organizing of social media posts that come from JGI sources; leading on the drafting of protocols for social media worldwide;
- Leading and/or tracking and advising on planned campaigns and upcoming information releases;
- Tracking and advising on the publishing of copyright and credits; and support the management of our trademarks globally;
- Oversight of the JGIG website and content;
- Working with the Global Manager to design some written and/or video communications to support colleagues with limited resources.

Qualifications

The ideal candidate is entrepreneurial, inquisitive, creative, strategic and detail-oriented with a passion for the mission. To be successful in this position, the candidate will need to be able to effectively support a diverse global network with unique cultures, be results-driven and possess strong written and verbal communications and relationship management skills; and specifically:

- At least post-secondary education
- A minimum of three years Project management-level experience of developing, implementing, managing and evaluating brand, communications and/or marketing strategy;
- An international background in communications and/or marketing experience in house or agency, PR or Advertising, charity or corporate;
- Ability to write press releases/articles, and serve as press liaison for JGIG as needed;
- Ability to work diplomatically with different countries and cultures; and a working attitude that is flexible and adaptable enough to collaborate effectively with different working styles and interactions;

- Polished and professional style of working;
- IT skills in wordpress or other website software, and sharepoint, would be beneficial but are not essential. Willingness to learn and work in such software is essential.

Further information

Please note that we are not able to support work permits or eligibility to work in the UK. We do not have a physical office, so the Communications Manager would be expected to work from their own location in a similar time zone to London. In-person meetings in London are anticipated several times during the year so you need to have relatively easy travel access to London.

We anticipate this to be a part-time position (20 – 32 hours per week, or 50-80%). Salary £24,000 - £48,000 per annum dependent on experience and agreed hours per week, plus benefits.

Interested candidates please send a detailed CV and expression of interest to:

mail@thejanegoodallinstitute.com

Deadline for expressions of interest: Wednesday, November 14

Mission of the Jane Goodall Institute

The Jane Goodall Institute (JGI) mission is understand and protect chimpanzees, other apes, and their habitats, and to work towards creating an informed and compassionate citizenry who will help to create a better world for people, other animals and our shared environment. The Jane Goodall Institute Global (JGIG) is the international governing and oversight body of the collective of separately incorporated Chapters of JGI around the world and is an international non-profit organization whose primary focus is environmental and humanitarian education, community-centered conservation, and primate care and research.