



Job Title: Communications and Public Affairs Intern

About the Opportunity:

The [Sustainable Soils Alliance](#) (SSA) is looking for a Communications and Public Affairs Intern to help deliver, manage and communicate the Alliance's workstreams relating to one of the emerging, critical environmental issues of our age: healthy soil and its role in farming, sustainable land use and climate change. We are offering a paid internship that would suit someone looking to launch a career in environmental politics and communications and gain an understanding of how a small but highly influential NGO works.

About Us:

The SSA was launched in 2017 to address the current crisis in our soils. We have created a unique platform where the scientific community, policy makers, NGOs, farmers and businesses can interact, providing coherence and structure to the challenge of protecting and improving our soils.

The aim of our organisation is to see soil health elevated to where it belongs as an environmental priority alongside air, water and biodiversity. This role will put you at the forefront of achieving this, and maintaining the huge momentum already galvanised around the soil agenda by the SSA.

Our work embraces many of the critical environmental, economic and societal challenges of the day - the impact of climate change on land use, the future of farming, clean and healthy rivers and how to incentivise and regulate the agriculture sector.

About You:

We are looking to offer this internship to an enthusiastic and personable candidate, willing to engage proactively with a small team with flexibility and openness. You will be responsive, able to work to deadlines and go the extra mile with team communications.

In return, you will reap the benefits of working for a nimble organisation with significant influence: first-hand exposure to politicians, academics and the country's leading environmental and conservation organisations as well as learning how an NGO functions from within. We will help you grow and develop, mentoring you in how to work to briefs and complete project components, where and how to seek support, and how to work with feedback.

About the Role:

The majority of our work is undertaken by the Executive Team, made up of two Executive Directors, a Communications Executive and a part-time Project Manager who share responsibility for delivering projects and coordinating our community of experts and collaborators. The role will report to one of the Executive Directors, who will act as mentor throughout the internship.

Though headquartered in Bristol, we are a small, mostly virtual organisation, and much of our work is online. While we recognise the merits of remote working, we also look to ensure that our team members have regular, day-to-day contact with like-minded people working in the same field and feel part of a professional community.

To that end we have established a 'hot desk' presence in the vibrant, youthful offices of partner organisations in central London and central Bristol which team members will have access to. Where needed, we will look to explore similar opportunities for successful candidates in other parts of the country.

The successful candidate should be based in the UK, and it will be expected that they regularly attend in-person team meetings in Bristol or London and, where appropriate, stakeholder meetings and events across the UK. Unfortunately, we are unable to provide sponsorship for international visas.

Responsibilities:

- Maintaining and growing the SSA's social media presence and maintaining website
- Drafting and proofreading SSA content and newsletters
- Compiling our [weekly news roundup](#) of the latest soil related scientific and political developments
- Assisting with the SSA's public engagement project, [uksoils](#)
- Organising stakeholder and fundraising events
- Supporting the team with calendar oversight, meetings planning and meeting output drafting
- Assisting with financial administration, including invoicing, expenses and reporting
- Supporting fundraising efforts, drafting, proofing and submitting funding applications
- Assisting in the delivery of specific project work where necessary

Employee Benefits:

Working at the SSA you will have the following salary benefits provided:

- 25 days holiday plus English public holidays
- Birthday off
- Pension contributions
- Health insurance
- Life insurance
- Yearly eye test

How to apply:

Please read our full job description for this role (below) and submit your CV with a one-page covering letter outlining your motivations for applying to info@sustainablesoils.org by **11:59pm Wednesday 10th July**.

*The environmental sector is amongst the least diverse in the UK. We are working internally and with like-minded sister organisations to address this where we can. We hope that the actions we take will ensure the opportunities offered by the SSA are attractive to people from a diverse range of backgrounds, especially those from communities who experience systemic marginalisation. We want the SSA to be a workplace where people feel comfortable, supported and empowered. **No previous experience in the environmental sector is necessary for this role and this is a paid internship (Real Living Wage) – we pledge to value the lived experience of all of our candidates, as well as any relevant work experience.** We know that long lists of criteria can be off-putting and that some candidates will not apply for a role unless they feel they are 100% qualified. We know that long lists of criteria can be off-putting and that some candidates will not apply for a role unless they feel they are 100% qualified. If you feel you meet at least some of the essential criteria and feel passionately about the role, we still encourage you to apply.*

Job title	Communications and Public Affairs intern
Location	Bristol or remote with potential for co-working
Hours	Full time (37.5 hours)
Salary	£24,500 (standard) £26,000 (London) subject to review by the Resolution Foundation
Holidays	25 days/year plus English bank holidays and birthday
Reporting to	Ellen Fay (Executive Director)
Start date	2 nd September 2024
Duration	1 year with 6-week probation
Application deadline	10th July at 11:59pm (screening interviews will be held on a rolling basis with final interviews held w/b 15 th July via Zoom)
Contact	info@sustainablesoils.org
Job summary	Our work spans a number of areas, from policy through to public engagement and much in between. You will support the Executive Team through both project work and daily tasks. You will be an outstanding communicator able to effectively manage remote communications, able to work across a variety of areas, write and deliver content to underpin SSA outputs. You will be an enthusiastic team player and be willing to carry out some admin support also.
Key responsibilities	<ul style="list-style-type: none"> ● Maintaining and growing the SSA’s social media presence and maintaining website ● Drafting and proofreading SSA content and newsletters ● Compiling our weekly news roundup of the latest soil related scientific and political developments ● Assisting with the SSA’s public engagement project, uksoils ● Organising stakeholder and fundraising events ● Supporting the team with calendar oversight, meetings planning and meeting output drafting ● Assisting with financial administration, including invoicing, expenses and reporting ● Supporting fundraising efforts, drafting, proofing and submitting funding applications ● Assisting in the delivery of specific project work where necessary
Qualifications	Desirable <ul style="list-style-type: none"> ● Bachelor or Master’s degree in environmental soil science or politics
Knowledge and experience	Essential <ul style="list-style-type: none"> ● Demonstrable interest in sustainable agriculture, climate change or food systems ● Proficiency managing social media accounts ● Ability to understand, digest and explain science and policy clearly and concisely ● A well organised and systematic approach to work ● Excellent writing skills and attention to detail ● Willingness and ability to support day-to day admin tasks ● Proficient IT skills (Word, Excel, Google Workspace) Desirable <ul style="list-style-type: none"> ● Degree in environmental science or politics ● Experience in design and visual presentation ● Experience in campaigning or communications ● Experience in fundraising

Personal qualities

- Committed to the overarching aims of the organisation and passionate about furthering these
- Eager to learn on the job, develop and participate as part of a team
- Able to find solutions to projects and tasks and to seek targeted help where needed
- A team player, have excellent interpersonal skills, and be communicative both within the team and with external stakeholders and colleagues

