



## JOB DESCRIPTION – COMMUNICATION OFFICER

<b>Job Title:</b>	Communication officer
<b>Reference:</b>	CO
<b>Reporting to:</b>	Team leader/Communications manager
<b>Location:</b>	Hybrid work
<b>Type of Contract:</b>	Full time employment contract

### ABOUT REWILDING RHODOPE FOUNDATION

Rewilding Rhodopes Foundation is a Bulgarian Foundation, aiming at the greener future for the Rhodopes. The main objective is to develop sustainable initiatives which promote and combine nature conservation, green business and education. We work for the promotion of the natural grazing, rewilding and restoration of the essential ecological processes in the Rhodopes. Short term initiatives emphasize the key role for natural grazing and reintroduction of native, wild herbivores. The unique biodiversity of the Rhodopes must remain for the future generations and raising awareness and involvement of local people has highest priority. The beauty and grandeur of the landscape and nature create the green gold for ecotourism. Restoration and sustainable conservation of the unique wildlife of Rhodopes provides a basis for development of a greener rewilding economy in the region.

### KEY RELATIONSHIPS:

#### Within RRF:

1. Team leader/Executive director
2. Communications manager
3. Administrative and financial coordinator
4. Educational officer
5. Rewilding managers/officers
6. Enterprise manager/officer

#### Outside RRF:

1. Rewilding Europe communication team
2. RRF Partners
3. Local, national and international media
4. Local stakeholders
5. Authorities
6. External consultants and subcontractors

## **POSITION SUMMARY**

The CO, under the supervision of the Team leader/ Communication manager supports the effective promotion locally, nationally and internationally of the Rewilding Rhodopes initiative by creating and maintaining a high profile in accordance with Rewilding Europe Communication Guidelines and Strategy and the contractual obligations, within RRF organizational policies and practices.

The CO is responsible for the support and practical implementation of the communication strategy and supports the delivering of all communications actions for RRF using an integrated suite of traditional and contemporary communications tools.

The position collaborates and ensures effective communication with RRF staff and partners.

## **MAIN ROLE, RESPONSIBILITIES AND TASKS**

- Support communication activities of the Rewilding Rhodopes Foundation;
- Practical implementation of Rewilding Rhodopes communication strategy in cooperation with the Communications Manager and Rewilding Europe's communication team;
- Ensure the delivery of Communication strategy through communication action plan by carrying out daily communication activities and tools in close coordination with the RRF team;
- Collaborate with the Communication Manager on maintenance of the RRF website and social media channels;
- Prepare, produce and disseminate printed communications materials to increase awareness and support for the Rewilding initiative;
- Ensure consistent use of Rewilding Europe's branding and visual identity across all materials;
- Support the development and delivery of integrated local, regional and national events to promote the objectives, activities and results of the Rewilding initiative;
- Planning and carrying out local, national and international events, helping with logistics and preparation;
- Under the supervision of the Communication Manager ensure effective national and international media coverage of the Rewilding initiative by successfully developing and managing media relations;
- Creation and management of the RRF media archive;
- Support the RRF staff with communications related activities;
- Provide assistance to the RRF Communication manager and staff with national and regional media;
- Advising/supporting the team in the contacts with authorities, institutions, partners, media;
- Support the annual budget development;
- Preparation of communication and media reports and analysis.

## KEY PROCEDURES AND DOCUMENTS

- Rewilding Europe 2030 Strategy
- RRF 5 years action plan
- RRF 10 years Communication Strategy
- Rewilding Europe Communication Strategy and Guidelines
- RRF internal regulations
- Labor Code and relevant legislation

## KNOWLEDGE AND EXPERIENCE

- Public relations and communication experience;
- Excellent creative writing skills in Bulgarian and English, experience in text writing and editing;
- Knowledge and experience in development/translating of communication products;
- Have basic knowledge about nature conservation matter in Rhodope Mountain;
- Ability to work with Microsoft Office software;
- Computer literacy and experience with website management;
- Excellent knowledge of social media platforms, familiarity with the latest digital technologies and social media trends;
- University degree in Communication, Public Relations, Journalism, Marketing, or other related field;
- At least 3-year experience in communication– ideally with a journalism/PR background, extensive communication and PR experience, preferably in projects related to conservation.
- Experience in working with Adobe Photoshop, InDesign, and Illustrator is an advantage.

## COMPETENCES AND SKILLS

- Energy and drive, commitment to making a difference;
- A team player, committed to building a strong team and sharing success with colleagues;
- Creative and very pro-active attitude and personality with an ability to work independently;
- Personal field passion and experience of nature, a lust for the wild and keen interest in rewilding;
- Good knowledge about communication and media. Well-developed contacts with media circles (local and national) is an advantage;
- Excellent creative writing skills in Bulgarian and English aimed at a wide audience;
- Excellent social skills, experience in communication at various levels (national and local) and to various audiences (environmental, business, tourism, general);
- Excellent presentation skills;
- Living in the rewilding landscape or high availability to travel and stay on a regular base.
- Excellent communication skills;
- Time management and prioritization skills;

- Analytical skills;
- Excellent organization skills and high responsibility to deliver results.
- Valid driving license.

Approved by:

Andreana Trifonova  
Team leader/Executive director

I am acquainted with this job description.