

Communications officer

“The best thing about this role is that it is so varied. I organised the weekly Radio Raleigh show. I was very lucky to have a team who were enthusiastic about the show, had some amazing ideas and really put the effort in. This was so much fun and I was really sad at the last broadcast – I think the field base team sometimes enjoy it more than the venturers and project managers!” Rosie Palliser India expedition

The role

As a communications officer you'll raise awareness of Raleigh, our expeditions and communicate the progress and achievements of the expedition to internal and external audiences in country, e.g. our project partners. The role varies depending on the expedition country and some teams may need more support with fundraising and media coverage than others.

A typical day

There isn't one! One day you might be writing copy for a magazine, the next organising a British Ambassador's visit to a project site or meeting with volunteer managers and venturers to gather case studies.

In the field

You'll be part of a team of 10 volunteer managers working at the field base, supporting the expedition with general duties and making sure it runs smoothly under the guidance of the country director. Field base is a lively place and a great opportunity to learn new skills.

The responsibilities

- Develop and deliver a communications plan for the expedition
- Produce expedition updates, summaries of projects and newsletters
- Work alongside the photographer to obtain images for communications materials
- Publish an end of expedition magazine and communications report
- Create positive media coverage in-country about the expedition and its sponsors
- Organise and participate in profile-raising events in-country
- Source fundraising and sponsorship opportunities in-country
- Act as a spokesperson for Raleigh in-country
- Collect case studies on venturers and volunteer managers for head office
- Inform head office of planned media coverage in the UK initiated by venturers and volunteer managers
- Organise weekly Raleigh Radio broadcasts to project sites
- Develop and maintain an expedition weblog

The skills

- Excellent writing skills
- Ability to work proactively and independently
- Experience in communications/marketing/PR or journalism
- Creative/design/artistic skills
- Willingness to be flexible and put the needs of the expedition and venturers first

Desirable skills

- Knowledge of fundraising and sponsorship

