



## Job Description

**Position:** London Project Officer

**Reporting to:** Development Manager for Learning, Education & Communications

**Duration:** 8 months

**Salary:** £8,000 per annum pro rata for 8 months.

**Hours:** 14 hours per week (excluding lunch break) – work pattern to be negotiated but can be worked flexibly (i.e. from 2 full days a week to spread across 4 or 5 shorter days. Some evening weekend and Bank Holiday work required.

Froglife is a national wildlife conservation organisation with a specific focus on the protection of amphibians and reptiles, and their habitats. Froglife has developed an enviable reputation for being able to communicate our message to a wide audience, particularly attracting individuals who are often for a range of reasons excluded from taking part in wildlife conservation actions.

This role will assist our Development Manager for Learning, Education & Communications in developing, marketing and delivering paid-for activities in London. The role will also assist with Froglife's various methods of communicating with the general public.

### Principle duties and responsibilities:

- Work with previously identified stakeholder groups or societies to submit funding applications for new projects such as Leapfrog Schools.
- Deliver or assist with delivery of already funded projects.
- Secure self-funded projects (groups buying in activities such as pond dipping or reptile rummages at organised events).
- Maintain Froglife website particularly generic areas of the website and also ensuring that project staff are updating project pages.

Froglife, 1 Loxley, Werrington, Peterborough, PE4 5BA

Tel: 01733 602102 Email: [info@froglife.org](mailto:info@froglife.org)

[www.froglife.org](http://www.froglife.org)



- Assist with social media particularly Twitter and Facebook.
- Assist with general communication requirements this could include email newsletters, hard copy newsletter, press releases and in some instances project communications such as interpretation boards, leaflets and posters.

### **Other duties**

- Attend staff meetings every two months.
- Other duties as required

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