### Job Title
Communications Intern

### Location:
Remote/Dauin, the Philippines (this is a remote role with the opportunity to work in Reef-World’s Philippines office)

### Salary:
This is a voluntary position

### Contract Length:
6 months

### Working Time:
20 hours a week (with flexibility to work across 5 or 4 days)

### Job Start Date:
22 July 2024 (with some flexibility)

### Reporting to:
Communications Officer

### Closing date for applications
30 June 2024

---

### About Reef-World

The Reef-World Foundation is a registered UK charity delivering practical solutions for marine conservation around the world. We are a small but highly effective team of passionate and dedicated individuals who are driven by achieving lasting conservation impacts in areas of the world where it is needed the most. We started working with local fishing communities in Thailand in 1999. Today we operate across 15 countries, supporting governments, businesses and communities to sustainably develop their coastal resources.

In partnership with the United Nations Environment Programme (UNEP), we are working to stop the environmental impact of the global marine tourism industry through the internationally recognised Green Fins initiative. The reality is that coral reefs could be gone in your lifetime - if they go, the health and wellbeing of people and the planet go with them. Reef-World is working to buy more time for coral reefs to thrive by mobilising collective, urgent and wilful action through the marine tourism industry.

Our work involves supporting, inspiring and empowering governments, businesses, communities and individuals around the world to act in conserving and sustainably developing coral reefs and other coastal resources.

The Reef-World Foundation is subject to UK employment law.
Job Purpose

Our work involves supporting, inspiring, and empowering governments, businesses, communities, and individuals worldwide to act in conserving and sustainably developing coral reefs and other coastal resources. We're seeking an intern with communications and social media experience to join the team and support our communications work. This 6-month internship program offers valuable professional development support, including daily assistance to the Communications team. Also, it provides the opportunity to work with Reef-World's team internationally.

Main Duties and Responsibilities

As our Communications Intern, you will directly support our Communications team with responsibilities including but not limited to:

● Assisting the Communications team in completing the communications media (images, videos) audit and update.
● Providing administrative support for newsletters, blogs, website updates and other communications-related materials.
● Assisting the Communications team in managing Reef-World and Green Fins social media accounts on a daily basis, utilising insights to improve reach and engagement across channels.
● Assisting in updating posters, logos, fact sheets, maps, infographics and other communication materials to educate and empower dive operators, tourists, governments and other partners.
● Supporting the Communications team in various communication projects and daily tasks.

Please note, your duties may vary and be modified as necessary to meet the charity’s requirements.

We're looking for

We are looking for a Communications Intern who is enthusiastic and passionate about marine conservation to work closely with our Communications team. This varied role will provide you with solid experience across communications and social media disciplines. You will assist the Communications team with daily administrative tasks and support the creation of appealing digital content for Reef-World and Green Fins’ social media platforms.

We seek a motivated student, recent graduate or individual with solid communications and social media skills. Familiarity with design tools such as Canva and Adobe Creative Suite and strong design skills are desirable.
You must be able to commit to the entire six-month internship, either virtually or in the Philippines field office. Proficiency in social media management tools, specifically Sprout Social, is desirable.

Skills and Experiences

- Strong communication skills: Demonstrated proficiency in written and verbal communication, with the ability to create impactful and engaging content for various platforms. Fluency in English is required.
- Social media proficiency: Experience in supporting the management of social media accounts, including content creation, scheduling and analytics. Familiarity with platforms such as Facebook, X, Instagram and LinkedIn is preferred.
- Design skills: Ability to create visually appealing graphics using tools such as Canva and Adobe Creative Suite is desirable.
- Administrative abilities: Strong organisational skills with experience in handling administrative tasks using GSuite, including GDrive, Docs, Gmail and GCalendar.
- Team collaboration: Ability to work and communicate effectively within a team, providing support for various communications projects and daily tasks where needed.
- Flexibility and adaptability: Ability to adapt to a new environment, handle multiple tasks, and prioritise effectively.
- Creative thinking: Demonstrated creativity in developing new ideas to engage and educate Reef-World’s diverse audiences.

Benefits

While this internship is unpaid, you will benefit from:

- Valuable professional experience with a global marine conservation charity.
- The opportunity to build an extensive communications and social media portfolio.
- Experience working on campaigns with Reef-World’s partners such as the United Nations Environment Programme, PADI, DiveAssure and more!
- Inclusion in mentoring from the Communications Team to support your professional growth.

Flexible working

The Directors are based in an office in Bristol, and we have a field office in Dauin, Negros Oriental in the Philippines. As an international team working across time zones, our working policy is flexible and hybrid. A minimum of 20 hours of work weekly from the Communications intern, which can be spread across 4 or 5 working days to encourage a good work-life balance.
Holiday entitlement
On a pro rata basis

Culture of Care
As an organisation, we are invested in the personal and professional long-term success of our Reef-World team. Reef-World’s vision for a Culture of Care embodies a collection of support mechanisms aimed at enhancing the well-being of our team and enabling each of us to properly care for ourselves, our teammates and our network. These include -

- Access to personality type tool analysis for yourself and your team
- Dedicated, and respected, focus time throughout your working week
- Exemplary and effective internal communication mechanisms
- We are a parent and family-friendly organisation, our Directors work flexibly around their children.
- Reef-World is a safe space for everyone. We especially want to make sure we are a safe space for LGBTQIA+ people, neurodivergent and disabled individuals, and racialised communities. We’re constantly learning to make sure everyone feels welcome here.

Reef-World’s Core Values

➔ We empower our colleagues, our stakeholders, our partners and our supporters to have conservation impact.
➔ We collaborate. Our approach is not competitive - the more we collaborate, the stronger the conservation impact we will have.
➔ We are innovative. We are not afraid to break from the norm, and use innovative approaches and technology, for conservation impact.
➔ We stay optimistic in our decision making and in our approach to tackling global conservation issues.

Reef-World’s Commitment to EDI

Reef-World has incorporated an Equality, Diversity and Inclusion (EDI) framework into its recruitment processes, resulting in more than 50% of leadership positions within the organisation being held by female professionals.

Reef-World believes that a team with diverse experiences and backgrounds generates richer discussions and more nuanced thinking that will magnify our conservation impact. We strive to be an inclusive workplace where everyone feels welcome and respected. We are an equal
opportunity employer and welcome applications from anyone with the required skills and experience: whatever their background or location. We actively encourage applications from those whose identities reflect the diversity of the communities and networks we serve and whose identities are traditionally underrepresented in the conservation sector.

How to apply

Please email your CV, cover letter and portfolio (provide a link if the file is too big) to apply@reef-world.org.

In your cover letter, please include a summary of your relevant experience, future aspirations in the marine conservation sector and outline what you hope to achieve with The Reef-World Foundation. If you’re a diver, please include details of your qualifications and the number of dives. We will then get back to you after the team has reviewed your application and let you know if we would like to pursue your application.

Due to the expected volume of incoming enquiries, the charity does not have the resources to provide feedback on applications that have not been accepted. If you do not hear from us by 5 July, then take note that we have decided not to take your application further.

Applications close on 30 June 2024 (23:00 UK BST time).
Interview (online) week commencing 9 July 2024.
A final decision to be made by 19 July 2024.