**Communications and Engagement Officer**

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| **Job grade** | **International** | **Reports to** | **NBCAP Project Manager** |
| **Directorate** | **Conservation and Policy** | **Function** |  |
| **Contract**  | **Fixed term contract**  | **Location** | **Manila, Philippines** |

**Responsibility for resources**

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| **Direct line reports** | **NA** | **Responsibility for other resources** | **NA** |
| **Financial resources** | **NA** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

In 2010, the ZSL-Philippines Country Office was established as a duly accredited NGO registered under the Securities and Exchange Commission (SEC) as a local branch of a foreign charitable institution registered in UK and holds its primary office in Iloilo City. Over the past 15 years ZSL-Philippines has gained ground in mangrove conservation ranging from in-situ rehabilitation projects, development of science-based planting protocols, reversion of abandoned, unproductive, and underutilized (AUU) fishponds, capacity building of local and national mangrove practitioners, and national policy advocacy on mangrove reversion and restoration of coastal greenbelts. Since 2013 ZSL-Philippines bolstered its work on seahorse conservation and locally managed marine protected areas (MPAs) in the Philippines especially in Danajon Bank, Bohol. MPA work expanded to other parts of the Visayas, and most recently in Siargao islands and Masinloc, Zambales. ZSL-Philippines implements freshwater conservation in northern Luzon particularly protecting the endangered Philippine eels from overexploitation. From 2018, ZSL-Philippines played an active role in the conservation of Palawan pangolins and its habitats, alongst side improvement of communities protecting them. The conservation of the endangered Mindoro tamaraw adds to its programme portfolio in 2023. To date, ZSL-Philippines has 36 staff based in its home and field offices and hubs: Iloilo, Puerto Princesa, Tuguegarao, Siargao, and Masinloc with an annual budget of £200,000 per annum and supported with robust financial, human resources, and health and safety management systems.

**Project Description**

The Blue Carbon Action Partnership (BCAP) was launched at the Our Ocean Conference in March 2023 to scale blue carbon benefits through coordinated action to unlock finance, strengthen science and empower local communities. BCAP is supporting national governments in achieving their blue carbon ambitions and coordinating, communicating and connecting global stakeholders in blue carbon ecosystems at a global and national scale. The first National BCAP (NBCAP) is in the Philippines, following the establishment of a partnership with the Philippines at the World Economic Forum’s Annual Meeting in Davos in January 2023, reinforced at UNFCCC COP 28 in Dubai in December 2023. The NBCAP Secretariat is a local body that shares the goals of the NBCAP and can legally accommodate the NBCAP Secretariat. A local ZSL office will manage the NBCAP’s finances, enable local staff to be hired, and share responsibility for overseeing the delivery of the NBCAP in an unbiased manner. The NBCAP Secretariat should operate independently of ZSL.

**Overview**

As a Communications and Engagement Officer, s/he will play a vital role in supporting the NBCAP Manager and collaborating closely with the BCAP Secretariat. His/her primary responsibilities will include organizing NBCAP meetings, maintaining stakeholder engagement, managing the NBCAP community member database, and assist in the development and implementation of the NBCAP communication strategy.

**Key Responsibilities**

1. **Support to NBCAP Manager and Collaboration with BCAP Secretariat:**
	* Work closely with the NBCAP Manager to ensure smooth operations and effective implementation of communication strategies.
	* Collaborate with the DENR-BMB and WEF to align communication efforts and maintain consistency across platforms.
2. **Organization of NBCAP Meetings:**
	* Take the lead in organizing NBCAP meetings, including logistical arrangements and preparation of relevant materials.
3. **Stakeholder Engagement:**
	* Engage with stakeholders to gather insights, feedback, and relevant information.
4. **Management of NBCAP Community Member Database:**
	* Maintain and curate the NBCAP community member database, ensuring accuracy and relevance.
	* Regularly update the database and communicate changes to the NBCAP Secretariat in a timely manner.
5. **Design and Implementation of Communication Strategy:**
	* Assist in the development of the NBCAP communication strategy, in line with organizational objectives.
	* Assist in the implementation of communication plans, utilizing various channels and tools to effectively reach target audiences.
	* Monitor and evaluate the impact of communication activities, making adjustments as necessary to optimize results.

**Qualifications**

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| Experience |
| Essential | * Bachelor's degree in Communications, Public Relations, Marketing, or related field.
* Proven experience in communications work.
* Excellent written and verbal communication skills, with the ability to tailor messaging to different audiences.
* Strong organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines effectively.
* Proficiency in database management and experience with communication tools and platforms.
* Ability to work collaboratively in a team environment, as well as independently with minimal supervision.
* Knowledge of multi-stakeholder collaboration in conservation settings is desirable.
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| Desirable  | * Experience in projects funded by bilateral or multilateral donor organizations (e.g., USAID, EU, etc.) is an advantage.
* Knowledge of environmental conservation or related fields is a plus.
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| Knowledge and skills |
| Essential | * Excellent written and spoken English and Tagalog.
* Proven ability to work effectively with teams and senior managers.
* Highly computer literate particularly in MS office packages (e.g., Word, Excel, Powerpoint, and MS Teams).
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| Desirable | * Able to demonstrate high accuracy and attention to detail with reference to written communications, whether in the form of documentation or call logging.
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| Additional requirements |
| Essential | * Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical)
* To comply with and promote Health and Safety policies and procedures
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