



Communications and Administration Assistant

Hours: Part-time, 14 to 17.5 hours per week (3 year contract)

Location: London SE1 (with flexibility to work partly from home)

Salary: £25,000 pro rata (based on 35 hours per week)

We are expanding our communications capacity and looking for an assistant to work alongside our Head of Communications as part of our small but influential team campaigning on aviation's impacts for people and the environment. Established in 1975, we provide a voice for people impacted by, or concerned about, aircraft noise and emissions. We work with policy-makers, politicians, other environmental organisations and the UN to make the case for effective environmental regulations. Our current campaigns include calling for a clear plan to ensure aviation in the UK is net zero by 2050, opposing airport expansion on the basis that it's incompatible with meeting the UK's climate commitments, and highlighting the impacts of aircraft noise. In addition to the funding we receive from charitable trusts and philanthropic organisations, AEF is supported by our membership, which includes community organisations and individuals from across the UK.

We are looking for a Communications and Administration Assistant to support our communications work, oversee membership administration (joining and renewals), and undertake some administrative (non-financial) tasks. The successful candidate will join a friendly team based in London Bridge but currently working largely from home. We can offer a flexible working arrangement, either based at our office or working remotely, although the ability to come to the office at least one day a week would be an advantage. This is a part-time post and working hours can be negotiated although we are particularly keen to hear from candidates who have the ability to work some hours each day, Monday to Friday.

Tasks will include:

- Supporting the maintenance and updating of the AEF website, with guidance from the Head of Communications, including checking functionality and drafting content
- Maintaining the media and contacts database
- Monitoring the 'info' email account, forwarding messages as necessary and responding to enquiries where appropriate
- Monitoring Google Alerts, articles and other news and information sources for relevant material to support social media engagement
- Helping to write and send out bi-monthly member newsletters, and liaising with policy and outreach staff on sending out updates to members

- Taking minutes for AEF Executive Council meetings, trustee meetings and the AGM
- Managing the membership administration – sending welcome letters to new members, managing membership renewals, maintaining the database, sending newsletters and correspondence, and keeping membership materials up to date
- Organising meetings such as our AGM, and meetings of our Executive Council and trustees
- Ad-hoc administrative tasks as required

The candidate must be able to demonstrate:

- Good communication skills and writing ability
- A proven ability to take responsibility for administrative tasks and for conscientiously maintaining databases
- A proven ability to work to deadlines and to manage your own workload independently
- A willingness to work flexibly as part of a team and respond to urgent requests
- Enthusiasm for our work and the organisation's objectives

The following would be advantageous:

- An academic qualification or professional experience working in a communications or campaigning role
- Experience of a membership organisation and of maintaining databases
- Experience of minute-taking
- An understanding of environmental issues and campaigning
- Creative ability to design infographics and other presentation materials

How to apply:

To apply, send your CV to info@aef.org.uk by 26th November 2021, together with the completed declaration (see attachment) and a covering letter setting out how you meet each of the criteria listed in the job description, using examples from any paid, voluntary or other activities you have undertaken. Please note that we are unable to accept CV applications without the covering letter. Applications should state clearly that you are applying for the role of Communications and Administration Assistant.

We anticipate holding first interviews virtually (using Zoom) in the week commencing 29th November 2021, with second interviews being held in person in the week commencing 6th December 2021.

If you have any questions regarding these applications, please email info@aef.org.uk and a member of staff will contact you as soon as possible during normal office hours.