

## LINCOLNSHIRE WILDLIFE TRUST

### **JOB DESCRIPTION : COMMUNICATIONS TRAINEE**

Post Title : Communications Trainee  
Location : Banovallum House, Horncastle  
Responsible to : Senior Communications Officer  
Job objectives : Promotion of the Trust and its purpose

### **KEY TASKS**

- A. Assist in the maintenance and development the Trust's digital communications ensuring content is regularly updated, consistently branded and on message.
- B. Produce written copy for a variety of audiences, under the supervision of the Senior Communications Officer.
- C. Undertake graphic design for print, signage and web, under the supervision of the Senior Communications Officer.
- D. Assist with the delivery of events and activities.
- E. Answer wildlife and related enquiries from the media, Trust members and the public.
- F. Contribute images and video, such as from events and nature reserves, to the Trust's photographic library.
- G. Undertake a programme of training (mostly work based learning and portfolio building) with support from senior staff.
- H. Comply with the Trust's General Policy on Health and Safety and in accordance with specific policies and codes of practice for sites, risk assessments, procedures and best practice as amended from time to time.
- I. Undertake other reasonable duties from time to time in addition to the above normal duties.