Job Description

Job Title: Content Design Officer
Programme: Development and Communications
Job Reference No: AD1161
Grade: E
Line Manager: Development and Communications Manager

Main Purpose of the Job

The United Nations Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) is a global centre of excellence on biodiversity. The Centre operates as a collaboration between UNEP and the UK registered charity WCMC. Together, we are confronting the global crisis facing nature. We do this through collaborating with partners around the world to create innovative solutions to environmental challenges.

We are currently looking for a creative Content Design Officer to join our Development and Communications team.

You will be responsible for the production of impactful and visually striking communications and marketing resources to help raise UNEP-WCMC's visibility and profile. We are looking for an enthusiastic individual with a natural flair for design and a strong eye for creating compelling communications materials.

Key Areas of Responsibility

- Design and create visual content (images, video, animation, infographics, etc) as required by the Development and Communications team
- Support colleagues to produce high quality printed and digital communications including but not exclusively PowerPoint presentations, fundraising proposals and reports
- Support programme teams to develop visual content for specific products, tools, services and other outputs of the Centre
- Manage UNEP-WCMC’s photo library and source photos
- Provide support to the Marketing Officer to liaise with external suppliers, such as designers and printers
- Support the Marketing Officer to manage all social media accounts for the Centre, including designing social media cards, creating and posting messages and responding to followers
- Support the Marketing Officer with day-to-day management of the Centre’s website including uploading and updating content
- Support colleagues in the Development and Communications team (including Fundraising Officer and Media and Digital Lead) to create engaging written content
- Assist with ad-hoc duties and administrative tasks within the Development and Communications team as necessary

**Other Information**

- Undertake any other duties as may reasonably be required in this post