

JOB PROFILE

Job Title Campaign Officer	Dept. Conservation	Reports to Advocacy and Social Change Manager	Date Completed July 2025
Location Home based (UK) with occasional travel for meetings and events	Contract Type Fixed term (12 months)	Hours Part-time 4 days (30 hours per week, 0.8 FTE)	
Job Purpose This Campaign Officer role will help us to help take forward our campaign against the impacts of veterinary medicines on invertebrates. The Officer will help create and deliver a PR campaign, develop, and write policy position statements and produce a report reviewing the impacts of flea treatments on freshwater invertebrates. They will provide support on wider policy and advocacy work promoting the importance of invertebrates and the challenges facing them to our partners, stakeholders, decision makers and the public. The Officer will have relevant general environmental campaigning experience, together with a knowledge of nature conservation and environmental issues.			
Qualifications/ Skills/Knowledge/Experience <ul style="list-style-type: none"> • Experience of working on development and running environmental campaigning. • Experience of raising public awareness of wildlife and environmental issues. • A track record of project management skills. • Ability to write reports, consultation responses and policy briefings to support advocacy efforts. • Budget management experience. • Familiarity of environmental policy would be beneficial. • Demonstrable dedication to protecting the environment and conserving wildlife. • Good level of understanding of conservation issues. 			
Role & Responsibilities <ul style="list-style-type: none"> • Develop and deliver Buglife's Veterinary Medicines Campaign. • Maintain an overview of appropriate policy matters across the UK. • Represent Buglife on relevant fora as appropriate. • Provide support for colleagues across the organisation in response to advocacy opportunities. • Educate and inform others, including other conservation organisations and decision makers. • Prepare media releases, briefings, give presentations and media interviews when requested. • Build and maintain external relationships which secure future and current advocacy success and the future growth of Buglife. 			

- Assist with the preparation of fundraising applications, for a range of opportunities aligned to the organisational strategy and internal full cost recovery guidelines.

External Communications

- Confident communicator, able to speak to a wide range of audiences, including acting alone.
- Able to research and write clear and informative reports, position statements, articles, and briefing materials.
- Ability to collate and present information from a variety of sources.
- Potential to work with television, radio and on-line to promote issues and activities.
- Able to develop and maintain external partnerships including with other NGOs and decision makers.

People Management

- Manage the Health and Safety of self and any direct reports or volunteers.
- Comply with legislation related to wildlife and the operation of charities and businesses and adhere to internal policies.
- Comfortable with remote working.

Decision Making

Responsible for making routine decisions about work programme

Main Interfaces

Other NGOs, Government officials, Members of the public, Media contacts, PR Agency.

Dimensions

Provides assistance to other staff on advocacy issues.
Delivers advocacy messages to a wide range of external stakeholders

Limits of Authority

Signs own correspondence.

Other relevant factors

Occasional longer hours and attendance at meetings and events outside normal working hours including weekends, sometimes working away from home for periods of more than one day or undertaking longer distance travel.