

Job description



Position:	Communications project manager	Supervisor:	Head of Comms
Location:	UK or Europe	Contract:	Three-month, part time (20 h/p/w), starting asap
Deadline:	6pm GMT Friday 12th March		

About Common Seas

Common Seas is a not-for-profit enterprise on a mission to quickly and significantly reduce the amount of plastic waste produced and stop it polluting rivers and seas.

We are launching a communications and political advocacy campaign to maximise the impact of our world-first investigation into how plastic is affecting human health. This campaign will raise awareness and drive action around the world - specifically in our four key markets – the UK, Maldives, Indonesia and Greece.

We are recruiting a highly organised project manager to manage and coordinate this campaign, which has a significant production and media value. You will be responsible for the successful production and implementation of our campaign plan – both up to and during launch week (currently scheduled for early May).

The job can be conducted remotely however we'd like for you to be located in the UK or Europe to be able to work within the same time zone as our communications team who are based in the UK.

Job Description:

- Sit at the heart of this creative, complex and ambitious campaign, empowering and coordinating our in-house and agency teams across four time-zones to produce brilliant, impactful work in line with our strategic objectives.
- Hit the ground running, translate the strategy into Airtable project management system, delegate and manage tasks accordingly.
- Manage tasks with our creative agency in New York, communications team in multiple countries and Press Offices in UK, Maldives and Greece - coordinating briefs, keeping track of creative outputs and ensuring everything happens when it needs to.
- Hold weekly team meetings with communications teams across multiple countries, ensuring actions are captured and implemented.
- Report on the progress of the campaign against a timeline and deliverables, identifying and solving roadblocks.
- Manage and report on the campaign budget.
- Hold the process for production of creative assets. This will involve coordinating feedback and review across multiple stakeholders.

- Regularly track, measure and report on campaign impact – eg. Social media follows and engagement, press coverage.
- Proofreading and quality control.
- Contracting and ensuring contracts deliver on agreed expectations.
- Support on creating press and political briefs.
- Work within our existing systems and software.

Skills & Experience:

- Highly organised and responsible with a proven talent for prioritising and delegating tasks.
- Comfortable scheduling meetings and workflows across multiple teams and time zones.
- Strong written and verbal communication skills.
- Experience of working with creative teams.
- A full knowledge of creative production processes, including design, social and video content.
- Proven track record in fast paced environments.
- Enthusiastic approach to liaising with different stakeholders.
- Experience managing budgets and risk.
- Competent working across project management platforms. Experience in Slack, Trello and Airtable would be desirable.

How to apply:

If you think this sounds like the perfect role for you, please send a copy of your CV and a one-page cover letter to jasmine@commonseas.com by **6pm GMT on Friday 12th March**.

In the letter, please outline your suitability for the job, when you'd be available to start, and what you think the most important job is that a project manager does.