



Junior Communications Consultant: Science & Policy Job Description



The headlines

Reporting to: Senior Research & Innovation Projects Lead

Hours: Full-time with flexible working: core hours 10am-4pm

Location: Bristol office minimum two days per week (Tuesday mandatory)

Salary: £25,500 pa

Holiday: 23 days per annum plus your birthday off and one volunteering day

Deadline: Applications are open until **Friday 23 October 2026**. Please email an engaging cover letter and a CV of no more than two sides to recruitment@mindfullywired.org

About Mindfully Wired

Mindfully Wired is a unique and vibrant change communications agency – and by that, we mean we're completely purpose-led and dedicated to addressing and redressing environmental issues and causes through our deep knowledge and different thinking. Within the environmental sector, we have historically specialised in ocean-themed topics, working across issues such as marine governance and species protection, seafood marketing, the blue economy, and coastal communities. But our expertise is increasingly expanding beyond the marine environment. From treescapes and climate change to food and rewilding, we relish the challenge of communicating complex environmental issues and inspiring people to engage with the natural world. And as a group, we're hugely passionate about the causes we serve and work non-stop with our minds alive with ideas and our hearts on our sleeves.

The role

We're looking for our next rising star with this new and exciting role in our Science & Policy team – a Junior Communications Consultant to translate the latest marine and environmental research into effective and engaging communications. This opportunity is perfect for an enthusiastic and hard-working person who is keen to progress their career in communications in a fast-paced environment, and open to expanding and honing their skills.

You will be working predominantly on EU-funded research and innovation projects centred on reducing wildlife bycatch, sustainable marine management, and more. We're looking for someone who can apply their design, storytelling, and copywriting skills to a variety of tasks, while further building their knowledge base when it comes to the art of science communication.

You will primarily be supporting the delivery of multi-actor initiatives focused on reducing wildlife bycatch in fisheries through improved monitoring and mitigation. Day-to-day, this will involve tasks such as researching content and drafting copy for social media posts, blogs, newsletters, and webpages, whipping up graphics in Canva and Adobe, taking part in idea-generation for materials like infographics (and playing a role in developing these), and minuting at meetings.

Through all this, you'll super-charge your comms skill set across the board, while having the opportunity to work across exciting science and policy-related projects as well as contributing to Mindfully Wired's own communications.



Responsibilities will include:

- **Creating written content for social media** by using project briefs and existing information as needed to distil the crucial messages into impactful content.
- **Designing graphics for social media** to accompany supporting copy, either by crafting original graphics or by sourcing high-quality relevant imagery.
- **Scheduling social media content, managing social media accounts, responding to comments, monitoring engagement, capturing analytics data and reporting on performance.**
- **Researching topics** for social media, blogs, and newsletters.
- **Assisting the team with copywriting and proofreading** a range of materials including website copy, reports, newsletters, and press releases.
- **Editing website content** (WordPress training can be provided).
- **Developing designed communication materials** such as reports, infographics, videos and presentation materials.
- **Maintaining an awareness of the latest social media and design trends** including accessibility standards and licensing rules.
- **Attending and minuting at meetings and conferences**, as required.
- **Stakeholder and client liaison**, as required.
- Various other design, editorial, research, and administrative tasks that support the Science & Policy team.

Personal specification

- Exceptional written and oral communication skills, and experience writing different forms of short- and long-form copy.
- Creativity and an eye for detail. You should have graphic design skills, with knowledge and experience across the Adobe Creative Cloud apps (including Illustrator, InDesign, XD, Photoshop) and Canva.
- Highly organised with the ability to handle several projects at once with excellent attention to detail.
- The ability to work independently – you'll be a motivated self-starter, but someone who also thrives as part of a team.
- Proactive and eager to share ideas and ways to improve outputs or processes.
- An appetite to learn and grow through taking on feedback.



- Experience of using social media platforms (e.g. X, Instagram, Facebook, LinkedIn and Threads) and an understanding of the different tones and audiences that come with each.
- Knowledge of Microsoft Office and an ability to work in a professional shared workspace such as Google.
- A proven interest in environmental and sustainability issues, and a love for our planet.
- Genuine interest in working with diverse stakeholder groups to support marine conservation goals.

Desirable skills / experience

- Film-editing experience or knowledge of video (or audio) editing software such as Lightroom, Premier Pro or Audition.
- Experience with WordPress and working in CMS systems.
- A degree in social or environmental science or a creative degree with an interest in environmental science.
- Presentation skills (or an appetite to nurture these).

A note on AI and your application

We're a people-focused company, and recruitment is no different. We want to get to know you, not an AI-generated version of you. We ask that your application is genuinely personal and reflects your own experience, motivations and voice. Tell us why you are interested in the role, what you would bring to our team, and what excites you about working with us. Personality is welcome – we would much rather receive an application that is distinctly and genuinely yours.

