

## UK Architects Declare is hiring: Communications Position

### Introduction

Launched in May 2019, [UK Architects Declare](#) (AD) has gained 1,300+ architectural practices as signatories to our 12-point Declaration of Climate and Biodiversity Emergency. We have supported the creation of 7 declarations for other UK built environment professions and similar declarations in 27 other countries. Globally, [Built Environment Declares](#) has over 7,900 signatories.

In the UK, AD has evolved a programme of events, publications and other activities to promote the urgency of the crisis solutions that already exist but which need rapid uptake across the board, and changes we need in government policy and how built environment institutions address the crisis. We operate a 'no blame and shame' approach to how practices work to the Declaration, providing practical support (e.g. our [Practice Guide](#) and [Practice Action Masterclasses](#)). We know there are many obstacles to implementing our Declaration and no single practice is likely to be able to meet all its requirements equally or at once, but it sets a necessarily ambitious direction of travel and a clear commitment to move standard sustainability targets to where they need to be if we are to limit global warming to 1.5 degrees.

As well as supporting architectural practices AD works with policy makers and institutions to impress upon them the need and opportunities to shift the goals of the system in which we all work so that these align with the needs of the planetary emergency. Our ultimate aims are to change the mindsets and paradigms that sustain the system - which re-creates the emergency and has, at best, sought to merely reduce the harm it causes - and to replace this with new paradigms that create positive, permanent net good for people and planet.

AD's work is designed and delivered by a [Steering Group](#) (SG) of volunteers from a range of signatory practices. Together, they have considerable experience across the the issues raised in our Declaration. The Steering Group meets online, every 4 weeks and at other times, as needed, in smaller Task & Finish Groups for specific activities. We currently have 15 SG members. Since June 2021, they have been supported by a part-time Manager working for AD 2 days a week.

We are working to enhance our communications for advocacy and PR and to engage our signatories. We currently promote AD through Twitter, LinkedIn (and to a lesser extent, Instagram), our website and newsletters to signatories. Our communications priorities are: Make the urgency of AD's mission relevant; Be strong on AD's achievements so far; Be positive, practical and focused.

### Applications

**Interested candidates should email the AD Manager at [hello@architectsdeclare.com](mailto:hello@architectsdeclare.com) by 5.00pm 12th October 2023** with their current CV and covering letter, detailing their interest and suitability for the role against the Person Specification and Role Description below.

## UK Architects Declare is hiring: Communications Position

### Offer & Terms

We wish to either hire a freelance candidate or second from a signatory practice or other suitable organisation. Candidates will have a strong interest in AD's work and ideas, experience in communicating positive content through these channels and an ability to deliver results rapidly, working flexibly for 4 hours/week (i.e. half a day across each week).

For secondees, the practice/organisation will remain the secondee's employer, and will undertake to provide the flexibility needed to enable the role to be delivered effectively for AD.

For the right candidate:

- We can offer a stimulating focus on environmental and architectural topics that builds on their current employment, and experience with a small, friendly organisation working at the forefront of engaging professional audiences with the planetary emergency.
- If a secondee, we can offer their employer up to £3,500 in total per year (to include up to 10% of current salary and any employer's admin fee), in return for seconding them to AD for flexibly for 4 hours/week for up to one year.

The freelance contract or secondment will be subject to a probationary period of 3 months, after which there will be a review before an option to extend or modify arrangements for up to a further 9 months, in discussion with the freelance or secondee and employer.

The appointee will work for AD remotely, using their own IT or that supplied by their employer. Their place of work may be within their employer's office or elsewhere (e.g. home). They will liaise with the AD Manager and a small subgroup of SG members overseeing AD communications, via email, Zoom, Teams and/or WhatsApp group. Within their hours of agreed work, they will usually be expected to attend the SG Friday morning Zoom meetings every 4 weeks (8.30-10.30am). There may occasionally be other meetings, including some in person (in London), although these usually allow for online attendance too if in-person isn't feasible.

The appointment will be for 10% of the appointee's normal working week, with our preference being for 4 hours/week (approximately 16 to 19 hours/month). The actual contracted hours for AD, and the work pattern, will be agreed between AD and the appointee. The hours will be distributed over the week rather than concentrated in a single block, but will be flexible to suit the role and the needs of appointee, their employer if a second and AD. Holiday plans should be communicated to the AD Manager in advance, and sick leave as soon as possible.

## **UK Architects Declare is hiring: Communications Position**

AD will pay the appointee or, if second, their employer monthly, on invoices supplied. The appointee will need to provide a timesheet for each invoice period. Non-salary employment costs (NI, pension, sickpay etc) will be the responsibility of the appointee or, if secondee, their employer.

### **Person specification**

- Excellent time, project & task management skills.
- Familiarity with the information needs and outlooks of architects and practices, gained through their current employment and work history.
- Experience using social media and other platforms to communicate ideas, messages and content to architects.
- Familiarity with and access to IT and design packages to deliver AD's social media content.
- Ability to craft positive communications in line with AD's ethos and a 'no blame and shame' approach to our signatories.
- Interest in the work of AD and the role of architects in addressing the Climate and Biodiversity Emergency.
- Commitment to protecting and promoting AD's reputation and programme of work.
- Flexibility to work the weekly hours agreed at times and in blocks that meet AD's needs of AD.

### **Role description**

The appointee will:

1. Use AD materials and messages to craft concise and timely text and visual content for regular distribution via Twitter and LinkedIn and other platforms/channels such as Instagram, as needed.
2. In developing this content, draw on their discussions with the SG Comms group and AD Manager, their own experience in architectural practices (but not their employer's commercial/confidential information), and other sources.

### **UK Architects Declare is hiring: Communications Position**

3. Monitor social media for mentions of AD and relevant built environment stories and alert the AD Manager and SG Comms group on urgent content (e.g. criticisms of AD).
4. Engage in social media exchanges with others, bearing in mind AD's positive approach and 'no blame and shame' policy.
5. Contribute content for AD's website and newsletter, in discussion with the AD Manager.
6. Liaise with the AD Manager and SG Comms group to agree realistic expectations for communications activities in a given period and schedule these accordingly.
7. Attend the SG's 4-weekly meetings and others as required, with the expectation that this should not normally exceed 15% of time per month.
8. Keep confidential any information relating to AD that is not intended for communication as part of delivering their role.