

# JOB INFORMATION PACK

## Communications Officer

### (Jan 2026)



**Chilterns**  
National  
Landscape



Chilterns National Landscape – View from Coombe Hill

Photo: Richard Gillin

 01844 355500

 [office@chilterns.org.uk](mailto:office@chilterns.org.uk)

 [www.chilterns.org.uk](http://www.chilterns.org.uk)

 @ChilternsNL

 The Lodge, 90 Station Road, Chinnor, Oxon, OX39 4HA

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## Role Information

<b>Role title:</b>	Communications Officer
<b>Location:</b>	Chilterns Conservation Board, The Lodge, 90 Station Road, Chinnor, Oxon, OX39 4HA
<b>Salary:</b>	£28,000 - £30,000 per annum (pro-rata, dependent on experience)
<b>Benefits:</b>	Package includes local authority pension and access to healthcare scheme
<b>Hours:</b>	22.5 hours per week
<b>Contract type:</b>	Permanent
<b>Reports to:</b>	Communications Manager
<b>Responsible for:</b>	No line management, occasional oversight of contracts and consultants.

## About the Role

This is a rare and exciting opportunity to join a multi-disciplinary team working in one of the country's finest and most accessible protected landscapes.

The Chilterns Conservation Board (CCB) is a statutory body established by Parliamentary Order in 2004. It is one of only two Conservation Boards in the country set up so far under the Countryside and Rights of Way Act 2000. Our primary role is to promote the conservation and enhancement of the natural beauty of the Chilterns AONB, now known as the Chilterns National Landscape. Where it is compatible with that role, we also promote the understanding and enjoyment of its special qualities, and in partnership with others seek to foster the economic and social well-being of local communities.

We are seeking a versatile, highly organised and creative Communications Officer with experience in communications and digital media. You will be confident in creating engaging content for a range of audiences and channels, comfortable managing social media platforms, and proactive in taking a hands-on approach. You will also be adaptable, with the ability to respond effectively to changing priorities and fast-paced deadlines.

As Communications Officer, you will support the Communications Manager in delivering content that raises awareness, enjoyment and understanding of the Chilterns National Landscape. You will help communicate our work, encourage audiences to care for and conserve the landscape, and support the growing profile and influence of the organisation.



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The ideal candidate:

- Has experience producing engaging written and visual content across channels (social media, newsletters, websites and print)
- Can work independently on agreed activities while collaborating closely with the Communications Manager and colleagues
- Is confident in writing press releases and liaising with journalists and the media
- Is digitally capable, with experience using email marketing systems, customer relationship management platforms, and website platforms such as WordPress.
- Is confident liaising with internal teams, project partners and external stakeholders to gather information and stories
- Brings energy, ideas and enthusiasm to support the communications plan and increase the impact of the Chilterns National Landscape.

Knowledge of the Chilterns and experience in conservation is desirable but not essential.

#### Role Purpose

You will be responsible for supporting the Communications Team to deliver effective communications that increase audience engagement and awareness of the Chilterns National Landscape.

Key to the role will be creating high-quality written, visual and digital content, assisting with media relations, and maintaining and updating the [www.chilterns.org.uk](http://www.chilterns.org.uk) website.

Priorities will include creating engaging content for a range of audiences and channels and supporting the wider staff team with communications requests.

Working closely with the Communications Manager and Communications Officer as well as CNL project and programme staff and communications teams at partner organisations.

#### Key Accountabilities

- Support the Communications team to deliver effective communications that increase audience engagement and awareness of the National Landscape
- Create high-quality written, visual, and digital content for social media, newsletters, publications, brochures, leaflets, and the website.
- Proactively identify communications opportunities and suggest content ideas, working closely with project leads and colleagues.
- Assist with media relations, including drafting press releases, maintaining media contacts, and liaising with journalists.
- Support the consistent application and maintenance of branding assets across all communications channels.
- Maintain and update the [www.chilterns.org.uk](http://www.chilterns.org.uk) website, including news, blogs, events, and ensuring search engine optimisation (SEO) and accessibility standards are applied.
- Monitor and report on digital performance, including website analytics, CRM data, and stakeholder engagement, to inform planning.
- Support communications-related events and campaigns, including promotion, partner liaison, and administrative/technical assistance.



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- Undertake research, surveys, and reporting to support communications strategy, planning, and updates to the Board.
- Undertake other communications-related tasks as required.

#### How to Apply

To apply for this role, please [download the application form](#), together with the [equal opportunities monitoring form](#). Completed forms should be emailed to: [office@chilterns.org.uk](mailto:office@chilterns.org.uk)

The closing date for applications is 5pm on Friday, 20 February 2026.

Successful candidates will be invited to interview on either Tuesday, 3 March 2026 or Wednesday, 4 March 2026.

Applicants must be willing to undergo screening appropriate to the post, including checks with past employers.

**For further information or informal discussion please contact:** Vicki Pearce, Communications Manager, [vpearce@chilterns.org.uk](mailto:vpearce@chilterns.org.uk)

*This job description does not constitute the terms and conditions of employment. It is provided only as a guide to assist the employee in the performance of their job. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time following discussion with the post holder.*

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#### Person Specification

Qualifications
Essential: Educated to degree level or equivalent experience (min. one year)
Experience and Knowledge
Essential: <ul style="list-style-type: none"><li>Proven digital marketing skills, preferably in a similar sector</li><li>Confident, experienced copywriter</li><li>Experience using website management systems</li><li>Confident, experienced social media user in a professional capacity</li><li>Strong administrative and organisational skills</li></ul>
Desirable: <ul style="list-style-type: none"><li>Knowledge of the Chilterns National Landscape and related issues and challenges</li><li>Experience using Mailchimp or similar e-newsletter platform</li><li>Experience in using WordPress</li><li>Experience using Adobe InDesign or similar graphic design package</li><li>Experience of event organisation, including risk assessments, marketing and promotion</li><li>Understanding of GDPR and experience managing personal data</li><li>Understanding / experience of search engine optimisation (SEO)</li><li>Understanding /experience of AI</li></ul>
Skills and Abilities
Essential: <ul style="list-style-type: none"><li>Excellent interpersonal skills with a personable and confident manner</li><li>The ability to balance workload and work flexibly and responsively in a small but busy team, maintaining attention to detail and a high standard of work at all times</li><li>The ability to work independently, to use own initiative and apply problem-solving skills with minimal supervision, while also working to specific guidelines.</li><li>The ability to liaise confidently and proactively with colleagues to ensure tasks are completed to a high standard and to agreed deadlines</li><li>The ability to independently produce high quality, engaging and inspiring written and visual content which appeals to a wide range of audiences</li></ul>
Personal Qualities
Essential: Willingness to work outside normal office hours on occasions.