

Job Title: Science Communications Manager

Department: Engagement

Resource management

Operational management of £24,000 budget spend for BTO News, and up to £6,000 p.a. advertising revenue generation.

Strategic management of BTO's print and broadcast media communications, with responsibility for staff resources and identification of training needs.

Strategic management of BTO's social media communications, with responsibility for staff resources, allocation of staffing tasks and identification of training needs.

Overview information

This is an exciting opportunity to play a central role in demonstrating the impact of BTO science, both to the organisation's members and our broader audiences. The role combines strategic thinking with hands-on editorial and creative work. You will shape a forward-looking programme of scientific communications, identify compelling stories from across BTO's portfolio of science, and translate complex scientific findings into clear, accurate and engaging content for our communication channels. With responsibility for BTO News (our member magazine), the Science e-news, and a range of cross-channel campaigns and content, this is an opportunity for an accomplished communicator and editor to demonstrate the impact of BTO's work, and inspire positive action for birds and people. You will have a degree in a relevant scientific subject and proven editorial and science communication skills. The post is based at BTO's offices in Thetford, Norfolk, with a hybrid-working policy encompassing at least three days per week in the office.

What you will deliver:

Cross-organisation science content

- Establish and manage a timetable to secure forward planning for scientific communications, enabling proactive planning for our science communications outputs.
- Coordinate the collation and dissemination of scientific content from BTO projects and science teams, delivering this to a range of audiences through the BTO's communications channels, and demonstrating the impact of our science.
- Support and encourage scientific staff in the delivery of content, working collaboratively to develop these staff and strengthen the central role that science communication plays within the organisation's strategic objectives.
- Work with the Media Manager (broadcast and print), Digital Communications Manager (social media and video), Website Manager (online), Website Editor (online) to oversee the delivery of content appropriate to the channel through which it is being communicated.
- Develop and maintain relations with external 'creatives' to place content appropriate to the organisation's strategic objectives (e.g. lead articles in external print media).
- Develop material that supports staff when producing scientific content (e.g. writing guides), working with the Head of Communications, and identify and manage frameworks for editorial processes relating to scientific content.

- Contribute to the planning and execution of campaigns, appeals and news stories involving a range of communication platforms, including print, video, social media and events.
- Manage and deliver the BTO Science e-news, six times a year.
- Work with the BTO Website Team and scientific staff to source and edit content for the science pages on the BTO website.
- Line management of the Media Manager and Digital Communications Manager.

BTO News

- Coordinate the BTO News editorial board and, through this, plan four issues per year.
- Commission and coordinate the writing of articles for BTO News by staff and other collaborators.
- Prepare and edit content, working with an (external) creative on the design and layout of pages, ensuring that content is factually and grammatically correct and that it remains accessible and appropriate to its audience.
- Source photographs for inclusion in the magazine from the BTO Digital Image Library and elsewhere and, through working with other staff and external collaborators, produce graphs, maps and tables in articles to an agreed style, ready for studio layout.
- Manage the sourcing of advertisements for the magazine, working with relevant staff in Fundraising.
- Liaise with design studios, printers and mailing-houses.
- Liaise with the Website Team and the Digital Communications Manager to integrate relevant material from BTO News and the website, to maximise publicity to members and visitors to the BTO's web pages.
- Responsible for BTO News, media and social media budgets, including approving invoices, making decisions about paying external contributors and which companies to use for printing, mailing etc.

Other Responsibilities

- To work as a strong member of the Communications Team, making particular contributions to its outputs and working relationships with scientific staff.
- Contribute to the proofing of web pages, reports, magazines and books before publication.
- To undertake such other duties as may be required, including regular participation in media interviews on science topics, delivering training and supporting live social media at conferences.
- To attend scientific conferences and events to promote BTO science and to source material for BTO News and other communications channels.
- Demonstrate commitment to equality, diversity, and inclusion.
- To represent the BTO at meetings and events and give presentations about BTO's work as required.

This is not an exhaustive list; the successful applicant will agree objectives with the line manager.

What you will bring to the post:**ESSENTIAL SKILLS**

- Educated to degree level, with a degree in a relevant subject.
- Proven editorial experience within the field of print and digital media, ideally from a science, eNGO or natural history organisation.
- An excellent knowledge of British birds and a wider knowledge of natural history.
- The ability to translate scientific jargon from technical documents and reports and create compelling content for a range of audiences, from birdwatchers and surveyors through to academic researchers, government policy-makers and conservation organisations.
- Excellent written and verbal communication skills. Evidence of experience writing or editing effective content for print and other media, with a keen eye for detail and a love of the English language.
- The ability to coordinate and support the production and maintenance of content produced by other staff, including advising on best practice, producing documentation, inducting new staff and providing refresher tutorials as required.
- Excellent planning and task management, to collate information and plan delivery of content across a range of communications channels.
- The ability to work flexibly as an individual and as part of a team, often to tight deadlines, with a range of people both within and outside the team.

DESIRABLE SKILLS

- A detailed understanding of Desk Top Publishing software packages, particularly Adobe InDesign and, ideally, Illustrator and Photoshop.
- Excellent proofing and copyediting skills, ideally supported by membership of CIEP.
- A broad knowledge of environmental issues, particularly of land-use and birds in the UK.
- Line management and leadership skills to inspire staff (direct line management and mentoring roles).
- Creativity and artistic ability.

Find out more:

For an informal chat about the position please call Mike Toms, Head of Communications, on 01842 768209 (email: mike.toms@bto.org)

Closing date: 23:59, Wednesday, 30 September 2026 Interview date: Wednesday, 21 October 2026

Salary: £38,710.00

Benefits include: 11% employer pension contribution, Employee Assistance Programme, discounts on books, flexible working and social events.