

Communications Officer

JOB TITLE:	Communications Officer
ACCOUNTABLE TO:	Head of Media
RESPONSIBLE FOR:	Work closely with Head of Media to implement Citizens UK's Communication Strategy. Provide editorial, strategic, creative and operational support across the work of both Citizens UK and the Living Wage Foundation.
SALARY SCALE:	£23,155 per annum (pro rata) (including London allowance) 4 days a week for 6 months

MAIN DUTIES

- Work closely with Head of Media to implement Citizens UK's communication strategy
- Help build and maintain reputation
- Support staff to make effective use of brand
- Support development of brand materials
- Draft, edit, produce and distribute materials for the press, for stakeholders and for members; including a twice yearly printed newsletter and quarterly e-newsletter
- Field queries from stakeholders including journalists, employers and members
- Develop, manage, update, write content for website
- Maintain social media accounts and support the social media strategy
- Help market and communicate events
- Provide creative, editorial and operational support for campaigns
- Assist in the implementation of public affairs activity
- Compile and circulate electronic weekly news summary
- Maintain library system for press cuttings, monitor cuttings and report
- Develop and manage a flexible and developing contact database of members and interested parties to communicate with directly
- Act as the Organisation's Data Protection Officer
- Press support for the Living Wage Foundation including drafting press releases and blogs, ghost writing articles and working with trade, regional and national press

PERSON SPECIFICATION

You will be a highly organised and experienced communications professional used to working in a fast-paced environment and juggling competing demands. You will be able to work with diverse institutions and will be pro-active and intuitive.

You will have:

- Excellent communication skills
- Excellent editorial and proof-reading skills
- Outstanding interpersonal skills with a diverse range of stakeholders
- Good knowledge of website and social media management
- Experience of working with the media
- Excellent time and project management skills
- Ability to work under pressure and meet deadlines
- A flexible and adaptable approach to work

ATTITUDES AND VALUES

- A passion for justice
- Comfortable with and curious about faith and other member institutions
- A strong team worker
- Accountable
- Self-motivated
- Adaptable and innovative
- A good sense of humour

TERMS, CONDITIONS AND PROFESSIONAL DEVELOPMENT

The working week is 37.5 hours in the office.

Holiday entitlement is 25 days holiday a year, plus public holidays.

Citizens UK operates a contributory pension scheme in conjunction with The Pensions Trust. This scheme is flexible and can normally be adjusted to fit with employees' needs/previous employment etc. Citizens UK contributes 10% of salary and the employees 5%.

We are committed to developing our staff, appropriate to their professional needs. We expect staff to take responsibility for identifying their development needs and appropriate ways of meeting these.