

Title	Communications Officer	Job Level	4	FTE	1	Team Total	4
Core Features	<p>Supports the communications team and organisation in day-to-day communications work</p> <p>Typically plans on day up to week basis</p> <p>Regular to occasional supervision required with occasional reporting to/authority from manager</p>						
Aim	To provide day to day administrative communications support to the Communications team and wider organisation.						
Core Duties	<ol style="list-style-type: none"> 1. Produce daily on-line and off-line content for publication to quality standards. 2. Undertake SEO work on website content, making effective use of meta-descriptions and meta-tagging. 3. Administer databases and lists, including press lists, industry intelligence lists, issues logs and research and monitoring databases. 4. Respond to general enquiries including public affairs and media enquiries. 5. Prepare weekly media report, statistics for operational reporting purposes and analyse/report on web statistics. 6. Support literacy campaign work and co-ordinate events such as industry forums and industry meetings. 7. Adhoc support and project work as required. 				<ol style="list-style-type: none"> 1. Experience of online publishing using content management systems 2. Exposure to Search Engine Optimisation (SEO) techniques 3. Experience of database and list administration using excel and CRM, as well as online media databases. 4. Excellent written and verbal communication across a variety of audiences with excellent proofing and subbing skills. 5. Experience of event administration, including managing invite list, venue liaison and general administration. 6. Effective judgement that involves joined up thinking, taking into account current and future impacts on the wider picture. 7. Organises and executes responsibilities proactively and without prompting. 8. Strong team player and handles feedback well. 		
Underpinning Knowledge	Understanding of editorial standards involved in producing copy for different stakeholder groups, understanding of content management systems, understanding of stakeholder relations						
Experience	Experience of on-line administration using CMS Experience in a communications role, may suit recent Comms graduate with demonstrated work experience	Quals	Minimum degree level Preference for 2:1 Hons				
Generic Requirements	Flexibility in hours and nature of duties. Carries out reasonable requests to support the business across teams and that takes account of a broader range of skills and experience. Customer centric ensuring timely and effective responses to internal and external customers at all times.						