



Communications Officer

Job description

Salary: £23,100 (full time salary)
Contract: Permanent
Location: Hatton Garden, London
Hours: 30 or 37.5 hours per week; flexible working will be considered
Reports to: Communications Manager

Job purpose:

To work with the communications team to raise the profile of the Centre's research, recommendations and events through writing and creating engaging digital content, securing media coverage and helping to promote our team members.

Key responsibilities include:

Communications

- Monitor and update the Centre's social media accounts on a daily basis and provide ad-hoc support to live tweeting events.
- Manage, update, and write content for the website.
- Coordinate, draft and distribute the Centre's newsletters and report mailings.
- Draft, edit and distribute press releases, diary notices, opinion pieces and blog posts.
- Develop and maintain our press database, monitor the press inbox and respond to media requests, set up interviews and support Centre for London spokespeople.
- Proofread materials to ensure clarity, consistency and accessibility.
- Ensure our brand is used consistently across all communications channels and support staff to make effective use of the brand.
- Contribute to policy briefings and consultation responses when relevant.

Monitoring and evaluation

- Monitor the news agenda and political announcements for opportunities and ensure the comms calendar is kept up-to-date with external events and speaking engagements.
- Monitor and evaluate the Centre's impact, keeping an up-to-date record of media coverage, website and social media analytics, and produce internal and external impact reports.



- Support the maintenance of the organisation's networks of funders, supporters and people we try to influence, primarily through ensuring Salesforce (software for tracking our contacts) is accurate and up to date and in line with data protection requirements.

General responsibilities and duties

- Undertake the duties of the job description in accordance with the operational policies of Centre for London, including but not limited to the diversity policy and code of conduct.
- Maintain good working relations with Trustees, staff, volunteers and other stakeholders.
- Present the organisation in an appropriate and professional manner to its stakeholders.
- Contribute to the development and growth of the organisation through working in accordance with its wider objectives, corporate philosophy and values.
- Assist at Centre for London events outside of normal working hours as necessary.
- Undertake any other reasonable duties as may be required.



Person Specification

Applicants be passionate about London and must show commitment to the mission of Centre for London; to develop new develop new solutions to London's critical challenges and advocate for a fair and prosperous global city.

Experience and attributes

- Experience working in a communications team, media or PR environment an advantage.
- Experience of drafting copy for websites, newsletters and/or other corporate communications an advantage.
- Strong understanding and practical use of social media platforms.
- Excellent writing skills and confident at proof reading.
- Highly organised. Creating clear plans and managing delivery challenges. Able to balance and prioritise multiple tasks, often to urgent and competing deadlines.
- Excellent attention to detail.
- Professional and confident communication skills (written and verbal).
- Ability to adapt and learn quickly.
- Strong IT proficiency, such as MS Office, Salesforce, MailChimp and/or WordPress CMS.
- Excellent team player.