



COMMUNICATIONS OFFICER

Salary:	£12,694 - £15,000 per annum, depending on skills and experience (£21,157 - £25,000 Full Time Equivalent)
Contract type:	1 year fixed.
Closing date:	27 August 2021.
Pension:	10% employer contribution; 5% employee contribution to work place pension scheme.
Annual leave:	28 days (pro-rata), plus additional days to enable the office to close between Christmas and New Year.
Hours of work:	Part time (21 hours a week) based in the office, with some home working to be considered.
Benefits:	Interest free loan for season ticket and Death in Service Benefit.

Further details relating to conditions of service will be contained in a contract of employment.

Job Description

The postholder is employed by the Portal Trust (formerly Sir John Cass's Foundation).

The Communications Officer reports to the Administration Manager who is accountable for all aspects of their work, or in his absence, the Chief Executive.

The postholder will understand and apply the Portal Trust's safeguarding and data protection policies in all areas of their work.

Objective

The purpose of the post will be to support the Portal Trust and Aldgate & Allhallows Foundation (a smaller charity with which we have a Service Level Agreement) in delivering their communications strategies. The role will involve a range of activities including supporting communications planning, story-telling and research, assisting with channel management, and administrative tasks.

Functions and Responsibilities

1. Assisting with communications planning

- a) Helping to plan communications workshops and strategy sessions for strategic initiatives, network and coalitions.
- b) Helping to plan and support administrative delivery of communications campaigns and media training.
- c) Assisting with audience mapping and engagement.
- d) Supporting the delivery of internal communications and engagement.

2. Story-telling and research

- a) Researching story-telling opportunities, working with the grants team to identify case studies and good news stories about funded work.
- b) Assisting with the management of the content calendar and execution of the content strategy.
- c) Supporting the development of content, in particular videos and growing the Trust's image library.
- d) Carrying out image research, in line with Portal Trust guidelines.
- e) Keeping abreast of issues in the public policy and media landscape.

3. Helping to manage our channels

- a) Helping to ensure that the Trust's website is kept up-to-date.
- b) Manage the Trust's social media accounts.
- c) Assisting with email communications to key stakeholders and exploring opportunities for an e-newsletter.
- d) Proofreading content.
- e) Supporting the writing and design of Portal Trust publications.
- f) Monitoring channel performance and reporting on key metrics.

4. Other tasks, including

- a) Contributing to a range of internal meetings.
- b) Liaising with design agencies, photographers, website hosts and related agencies.
- c) Liaising with external communications consultant.
- d) Undertaking any other relevant tasks as requested by the Administration Manager or Chief Executive.

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Person Specification

In your covering letter, please briefly explain how you meet each of these criteria, using examples where possible.

Essential

1. Understanding of Communications in a Charity or similar environment.
2. Ability to manage website Content Management Systems and Social Media accounts.
3. Ability to use analytical tools to monitor engagement.
4. Good written English, with the ability to communicate clearly and succinctly.
5. Ability to spot opportunities and help develop new ideas for Communications campaigns.
6. Can-do attitude and the willingness to learn new skills.
7. Well-organised and able to keep on top of administrative tasks.

Desirable

8. Knowledge and experience of graphic design tools for Social Media.
9. Experience of drafting and/or editing copy.
10. Knowledge and experience of sound and video editing.
11. Knowledge of UK Data Protection and Safeguarding practice (appropriate training will be given).