



## **COMMUNICATIONS OFFICER**

- Salary:** £13,981 - £16,500 per annum, depending on skills and experience  
(£23,303 - £27,500 Full Time Equivalent)
- Contract type:** 1 year fixed.
- Closing date:** 8 December 2022
- Pension:** 10% employer contribution with 5% employee contribution
- 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 (22 hours a week over 3 days).
- Location:** Hybrid: London EC3 with some remote working. The postholder will also make frequent visits to charity projects around Inner London.
- Benefits:** Interest free loan for season tickets; 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.

The Communications Officer reports to the Administration Manager who is accountable for all aspects of their work, or in their 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 is to support the Portal Trust and Aldgate & Allhallows Foundation (a smaller Charity with whom 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, social media management and administrative tasks.

## **Functions and Responsibilities**

### 1. Assisting with communications planning

- i. Helping to plan communications projects, workshops and special events
- ii. Assisting with stakeholder analysis
- iii. Supporting the delivery of internal communications and engagement.

### 2. Story-telling and research

- i. Researching story-telling opportunities, working with colleagues to identify case studies and good news stories about projects and individuals we fund
- ii. Meeting grantee organisations and individuals, attending events, and drafting upbeat, informative stories for our website
- iii. Assisting with the management of the content calendar and execution of the content strategy.
- iv. Supporting the development of multimedia content
- v. Keeping abreast of relevant issues in the public policy and media landscape

### 3. Social Media and website administration

- i. Keeping the Trust's website up-to-date and co-ordinating an annual website review.
- ii. Manage the Trust's Social Media Accounts (currently Twitter, Instagram and LinkedIn) using software such as Canva and Tweetdeck
- iii. Maintaining an advance pipeline of Social media content
- iv. Administrating communications with partners and developing an e-newsletter
- v. Editing and proofreading content in line with our style guide
- vi. Supporting the production of Portal Trust publications.
- vii. Monitoring channel performance and reporting on key metrics.

4. Other tasks, including:

- i. Contributing to a range of internal meetings.
- ii. Liaising with design agencies, photographers, website hosts and related agencies.
- iii. Undertaking any other relevant tasks in relation to the work of the Portal Trust.

**COMMUNICATIONS OFFICER**  
**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.
3. Ability to build a rapport with diverse groups of people and understand their stories and perspectives.
4. Excellent written English, with the ability to communicate clearly and succinctly.
5. Ability to spot opportunities and help develop new ideas.
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 arranged).