Job Title: Senior Communications Officer

Reference: UK100J11

Salary: £32,000 pro rata 2.5 days a week

Hours: Fixed term contract until 31st May 2023. 17.5 hours per week (2.5 days a week).

Location: Virtual but will be office based in London in the future

To provide communications support to all UK100 programs, devising and delivering communication activity to raise the profile of UK100, its members and outputs. The role is heavily focused on content creation, blogs, newsletters and social media. So strong writing skills are a must and the skills to produce digital content.

Key responsibilities:

- Supporting the campaign manager with development and implementation of the communications strategy.
- Drafting and sourcing blog content for the UK100 website.
- Producing two UK100 e-newsletters a month.
- Contributing the upkeep of the UK100 social media channels through producing and sourcing content.
- Providing communications support on an adhoc basis across the organisation.
- Support and comply with UK100’s guidance on branding, tone of voice and key messages, positively contributing towards raising UK100’s profile.
- We are a small team. Ad hoc duties will thus arise, and every staff member is expected to support the team efforts.

Place in organisational structure:

The post holder will:
- report to the Campaign Manager
- work closely with the Policy Director, Campaigns Officer and Press and PR manager.

Key relationships:

Internal: Campaigns Manager
Campaigns Officer
Operations & Campaigns Assistant
Press & PR Manager
External: Relevant Local Authority officers (policy and communications) and councillors (portfolio holders and leaders), Metro mayors and their private offices. National, regional, trade and local authority media. NGOs and partner organisations Corporate supporters.

Working Conditions:
The postholder will be based in the UK100 London office in the longer terms but the role will begin as a role that can be performed remotely. Flexible working is encouraged where possible.

Special Note:
This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the post holder.

Compiled: Campaign Manager
Date last revised: July 2020

Person Specification

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<th>Criteria</th>
<th>Essential</th>
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<tr>
<td>Knowledge</td>
<td>- An understanding of relevant policy and politics re: air pollution, Climate Emergency and local government</td>
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<td>- A working knowledge of the UK media landscape</td>
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<td>Experience</td>
<td>- Writing for different audiences</td>
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<td>- Consistently successful placing stories with national media</td>
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<td>- Using social media to gain engagement</td>
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<td>Skills and abilities</td>
<td>- Excellent attention to detail</td>
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<td>- Excellent copywriting skills</td>
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<td>- Producing some form of digital content, i.e. using at least one of the following: photo editing; desktop publishing; video editing.</td>
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<td>Other</td>
<td>- Committed to the vision of UK100</td>
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Closing Date: 7th August 2020 23.59 GMT

Interviews: To be held via Zoom at a date to be arranged.

Application Details: Please send a CV (max 2 pages), a cover letter that sets out how you could provide an excellent addition to the UK100 team (max 1 page) and some examples of your copywriting to: jobs@uk100.org

If you want to ask any questions about your application then please email rupert.george@uk100.org.