

## **Job Profile**

**TITLE:** Communications Assistant

**PROVIDES**

**SUPPORT TO:** CEO's office, Head of Communications and Policy,  
Faculty members and staff.

**REPORTS TO:** Head of Communications and Policy

## **MAIN PURPOSE**

1. To contribute to the development and preparation of Faculty communications, including website and social media.
2. To organise and run events for the Faculty, such as training days and CPD events.
3. To provide support to Faculty members, responding to requests as appropriate.

## **KEY RESPONSIBILITIES**

1. *To contribute to the development and preparation of Faculty communications, including website and social media.*
  - To oversee and manage the Faculty website ensuring all information is correct and up to date;
  - To continually improve the Faculty website based on member feedback and marketing strategy whilst ensuring it remains compliant with all legislation;
  - To maintain the members' area of the website;
  - To promote the Faculty, write content and provide relevant news and information through social media channels;
  - To edit and publish the fortnightly e-newsletter;
  - To produce other Faculty publications as required.
2. *To organise and run events for the Faculty, such as training days and CPD events.*
  - To organise Faculty conferences and other events, including:
    - Speaker liaison and support
    - Processing bookings and responding to queries
    - Inviting exhibitors/sponsors to support events
    - Ensuring feedback is sought and analysed;
  - To manage the Faculty meeting rooms, their bookings and connected catering and equipment arrangements.
3. *To provide support to Faculty members and staff, responding to requests as appropriate.*
  - To deal with telephone and email enquiries from members;
  - To assist in the provision of information and data for Officers, Committee members and the CEO of the Faculty as required;
  - To assist with general office administration duties from time to time.

## **Person Specification**

### *Knowledge and Skills*

- High level of competence with social media, website content provision, Microsoft Office and databases;
- Excellent verbal and written communication skills;
- Highly organised.

### *Approach*

Flexible, 'can-do', service-driven, positive, team-player, tenacious, approachable, discreet.

### *Additional Information*

The position is based in the Faculty offices in Holborn. The Faculty will move to new London-based premises during 2016.

Salary, c£22k - £25k depending on experience.