

## **JOB DESCRIPTION**

**Job Title:** Communications Officer

**Department:** Policy and Communications

**Direct Reports:** n/a

**Reporting to:** Policy and Communications Manager

**Main Job Functions:** The Communications Officer will play a key role in delivering Papworth Trust's external and internal communications.

Key aspects of the role are:

### **External Communications**

- 1) Assist in the delivery of Papworth Trust's communications strategy through maximising the full range of communications to increase awareness of disability issues to support the delivery of the Trust's fundraising, profile, brand presence and aims.
- 2) Oversee and manage the production and printing of the Trust's regular publications, including EnTrust, Tenant Times and PapNav.
- 3) Write, edit and upload content onto our external website.
- 4) Write press releases, blogs and other media to provide compelling content tailored for a variety of purposes and audiences in line with the Trust's tone of voice, aims and key messages.
- 5) Be available to respond to breaking news stories, which from time to time may be outside of normal office hours, as the organisation requires.
- 6) Support, brief and if required stand in on media or public speaking opportunities across the organisation.
- 7) Gather and write case studies of the Trust's work for use internally and externally.

### **Internal Communications**

- 1) Support the HR Director to deliver effective internal communications across the Trust to support engagement of staff.
- 2) Support the delivery of a regular internal communications tool to inform staff of what is happening across the organisation.
- 3) To develop and maintain contact with all parts of the organisation to ensure up to date knowledge of all our services is available.

### **Policy and influencing**

- 1) When required, support the Trust's policy work on our three key priority areas of social care, accessible housing and disability employment. This may include attending networking forums and events.

In addition to these responsibilities, employees are required to carry out such other duties as may reasonably be required.

**Date of Description: September 2019**

**Job Description Ref: Policy and Campaigns Officer**

**Prepared By: Policy and Communications Manager**