



## ROLE DESCRIPTION

Post:	Communications Coordinator
Reports to:	Press and Public Affairs Manager
Accountable to:	Head of Communications
Salary:	c£26k, pro rata, Contract to 31 March 2019
Line Manages:	N/A

### Job Purpose:

1. To provide support to SCIE's communication function in order to build and maintain SCIE's profile with key audiences.

### Main Duties:

1. Provide comprehensive administrative support to SCIE communications projects including: social media profile, events, website updating, media management, and ebulletin.
2. Provide support to communications activity delivered to clients as part of commercial contracts (eg NICE).
3. Coordinate and update communications plans, using the internal project management system.
4. Coordinate and service events programme including: exhibition presence, speaking engagements, workshops and webinars. Includes liaise on with venues, suppliers, presenters etc.
5. Support management of external suppliers including email, print, design,
6. Monitor and report on communications activity including: web traffic, social media engagements, event (inc webinar) bookings, feedback, ebulletins etc.
7. Draft copy for multiple channels including ebulletin, social media, website etc.
8. Plan, arrange and service meetings.
9. Financial monitoring of communications activity ensuring up to date financial information is available, reconciling expenses and preparing purchase orders

10. Use SCIE's business systems to track and report on communications activities, such as launch and promotional campaign plans.
11. Provide assistance to senior and executive management teams as required
12. Other tasks and team specific duties as may be required, commensurate with the level of the post.

### **General duties**

1. To comply with SCIE's policies and procedures, including equal opportunities and diversity, and to have a personal commitment towards their implementation.
2. To work flexibly and respond positively to changing business needs.
3. To learn about the work of SCIE and its partners.
4. To contribute to the development of service improvements through participation and involvement in team meetings, workshops, conferences and other groups
5. A clear commitment to working with people who use services and carers in a sensitive and non judgmental way to facilitate positive working relationships

### **Notes:**

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

## **PERSON SPECIFICATION**

<b>ESSENTIAL CRITERIA</b>
<b>Aptitude / Abilities / Skills</b>
Very good oral and written communication skills
Good organisational skills and experience of working to deadlines whilst coping with competing priorities
Developed ability to work effectively within a team
<b>Education / Knowledge</b>
Good general standard of education
Intermediate /advanced IT skills in; Word, Access, PowerPoint, Excel, Outlook, and accessing and exploiting the Internet. (A role holder must be willing to be trained on in house and specialist IT programmes & software packages)
<b>Experience</b>
At least two years' experience of administrative work, including servicing meetings and taking minutes
Experience of data collection, data entry, processing and reporting
<b>Attitudes / Personal Characteristics</b>
Ability to work on own initiative with a minimum of supervision
A clear understanding of and commitment to equal opportunities and diversity, and the commitment to promote high standards of conduct, integrity and probity
A customer-service focus to work and relationships
<b>DESIRABLE CRITERIA</b>
<b>Education / Knowledge</b>
Working in a social care environment
Working in a communications environment
Experience of using event management, social media and/or web analytics tools