



Communications Co-ordinator

Job title:	Communications Co-ordinator
Accountable to:	Head of Communications
Contract:	Permanent
Hours:	35 per week
Salary:	£30,000 - £33,000
Place of work:	Faculty of Public Health, 4 St Andrews Place, London, NW1 4LB <i>The Faculty of Public Health operates a hybrid working scheme with staff working 1 day a week in the office at minimum.</i>
Job purpose:	To support the Head of Communications in delivering an effective communications function in line with the Faculty's organisational strategy, as agreed by the Board and Officers.
Key Responsibilities:	
1	Write high-quality, concise content for FPH's website, monthly e-bulletin, social media, news items
2	Assist the Head of Communications in managing FPH's social media channels, including drafting weekly content, monitoring for opportunities for community engagement, and independently managing Faculty channels when necessary
3	Be the 'first point of contact' for the Faculty website, including ensuring content remains up-to-date, accurate and effective – as well offering technical assistance and training for Faculty staff
4	Use specialist software (Adobe Suite) to produce high-quality mixed-media collateral; including video editing and designing reports for print

5	Maintain a communications calendar and identify opportunities for engagement e.g. themed 'days' such as No Smoking Day
6	Media monitoring function; report on FPH media engagement and identify news stories/ upcoming reports relevant to FPH and brief the Head of Communications on opportunities for engagement
7	Manage the communications inbox – identifying actionable items and alerting the Head of Communications to media requests; escalating to the CEO if the Head of Communications is unavailable
8	Support the Head of Communications in researching and producing briefings and presentations on a variety of public health topics
9	Monitor and report on the impact of FPH's communications channels
10	Provide ad-hoc support for Faculty events as required
11	Respond to member enquiries when required, remembering that we put our members at the centre of all that we do
12	Undertake any other duties as may be reasonably required by the Head of Communications or Senior Management Team
13	Understand and demonstrate commitment to the FPH's Values, Ethical Policies and Equality & Diversity Policy and to ensure all activities are carried out consistently within this framework.

Person Specification: Communications Co-ordinator

1. Skills and abilities

Essential

- Excellent written communication skills
- Excellent research skills and ability to distil complex information from multiple sources into concise briefings, communications, and presentations
- Able to adapt writing style for different audiences, purposes and channels
- An eye for design, ability to use Photoshop, InDesign or similar platforms to create mixed-media marketing collateral such as infographics, booklets, and other design elements
- An eye for detail – able to effectively proof-read
- Technologically capable and able to learn how to effectively use Umbraco CMS, Dynamics CRM, Google Analytics and various social media tools and platforms
- Able to work to deadlines and produce work in a timely manner and prioritise effectively
- A proactive work style and motivation to develop professionally
- Good knowledge retention and a motivation to learn about the field of public health

Desirable

- Ability to shoot and edit basic videos using professional equipment

2. Experience

Essential

- Experience of working within a communications function
- Experience of producing high-quality written communications for a range of channels including website and social media
- Experience of distilling complex information into accessible, concise messaging

Desirable

- Experience of independently researching a topic and producing briefings and presentations
- Experience of working within a public sector/ membership organisation
- Experience of producing mixed-media collateral using design software such as the Adobe Suite
- Experience of basic video editing

3. Knowledge

Essential

- Knowledge of how to write effective communications for a range of audiences and channels
- Knowledge of how to recognise reputable sources of information
- IT-literate and able to learn to use a range of software packages

Desirable

- Knowledge of how to work with a website CMS, specifically Umbraco
- Degree qualification in a relevant field or equivalent experience
- Knowledge of design tools such as Adobe Photoshop
- Understanding of health policy and the public health, healthcare and government sectors
- An understanding of health inequalities

Benefits of working for FPH

- Competitive salary
- Employer contribution to pension scheme of up to 12.5% of salary
- Annual leave of 29 days per annum, plus bank holidays
- Employee Assistance Programme – helpline and advice
- Occupational Health Assessment and Support
- Free annual eye-test and £100 contribution towards glasses if required for work purposes
- Cycle to Work Scheme
- Central London location in Regent's Park
- Season Ticket Loan
- Life Assurance Scheme

- Health and Wellbeing Contribution
- Annual Vaccines

NB. Some of these benefits are only applicable upon successful completion of probationary period.