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| **JOB TITLE:** | Corporate Communications Officer |
| **DEPARTMENT:** | Communications and Marketing |
| **JOB HOLDER:** | N/A |
| **REPORTS TO (JOB TITLE):** | Corporate Communications Manager |
| **JOB PURPOSE***This is a summary, in a few sentences/bullet points, of the overall contribution this job makes to the Institute of Physics (IOP)*The Institute is the professional body and learned society for physics. Physics impacts on all our daily lives and has the potential to help solve significant societal challenges, yet we have not articulated the impact or importance of physics well outside of the discipline. Our new strategy sets out how we will take our mission forward over the next five years. The Communications and Marketing team will be key to supporting the delivery of the strategy, and at the forefront of our efforts to raise awareness and understanding of physics, through impactful communications and engagement with opinion-formers, stakeholders, members and the public.The Corporate Communications Officer will work closely with the Corporate Communications Managerand teams across the department to support the development and delivery of communications activity and plans that promote our work and engage our members, stakeholders and staff. In collaboration with colleagues and internal ‘clients’ they will develop effective communications activity and plans that promote flagship events, engagement campaigns and strategic programmes.  |
| **ORGANISATIONAL STRUCTURE** *An organisational chart showing where this job sits within the IOP – please refer to attached* |
| **CONTEXT***This briefly sets out the necessary background, including the department’s purpose, to understand how the job fits into the organisation and how it relates to other functions or jobs in the organisation***The team’s** **purpose**IOP’s Communications and Marketing function is responsible for the organisation’s strategic, public and member communications, media, marketing and brand. The function leads on the development and implementation of integrated communications campaigns and activities that support IOP’s strategic objectives and plans and have the power to shift public opinion and galvanise members, stakeholders and staff.Working as part of the Communications and Marketing Department and in collaboration with internal stakeholders, the team develops and delivers impactful communications activity, plans and campaigns to support IOP objectives and engage and inspire staff, stakeholders, members and the public. **The job’s context**The Corporate Communications Officer is responsible for supporting the development and delivery of communications activities that engage and inspire staff, stakeholders and members and working in collaboration with communications and marketing colleagues to support IOP’s strategic programmes, education, policy and science projects, public engagement events and partnerships. The post holder must be able to work accurately to deadlines, have excellent attention to detail, show strong communication and interpersonal skills and be able to work pro-actively on their own initiative. They must have experience of working in communications including the delivery of successful and effective communications activity and projects.The role calls for sound judgement, maturity and an ability to build relationships of trust and respect with stakeholders and staff at all levels. |
| **TASKS & ACCOUNTABILITIES***A list of 6 – 12 statements identifying the principal outputs required of the job, which integrate to achieve the purpose of the job.** Contribute to the development and of integrated communications plans and activities that further IOP’s strategic objectives and promote our programmes, events and projects to engage and inspire staff, stakeholders, members and the public.
* Create and develop high quality written materials and communications and internal communications content.
* Deliver effective high-quality communications activity and lead on smaller communications projects.
* Work accurately to deadlines, have excellent attention to detail, show strong communication and interpersonal skills and be able to work pro-actively on their own initiative.
* Provide internal communications support for a range of programmes and projects and lead on the writing, production and distribution of an all staff monthly digital newsletter.
* Work with the team and HR to maximise the impact of our intranet and other internal channels, ensuring our intranet champions are trained and supported.
* Assist in the development of communications evaluation and reporting and collate data on the most impactful channels and activities.
* To represent the organisation externally on occasion.
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| **SCOPE OF DECISION MAKING / CHALLENGES***A summary, of no more than the 4 key main decisions/challenges the post holder may face in carrying out the accountabilities of this job.* * The postholder will deal with senior staff, stakeholders and members, deploying strong interpersonal skills and be circumspect, diplomatic and influential with sound judgement.
* Strong planning and time management skills are essential and the ability to juggle multiple priorities.
* To understand risk and take accountability for proactively flagging issues that arise and that could jeopardise reputation, relationships or delivery.
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| **DIMENSIONS***A summary of any numerical facts and figures that are relevant to illustrate the scale of the role e.g.** Supporting the management of suppliers undertaking a range of activities including photographers, film-makers, freelancers, agencies and able to make sound decisions when called upon to.
* Managing workload against a number of priority areas and activities.
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| **KNOWLEDGE, SKILLS & EXPERIENCE***The below are the skills, qualifications, membership requirements and experiences that are* ***necessary*** *for full and effective performance of this role, unless stated otherwise* **Skills*** Excellent written and verbal communication skills, able to write clear, concise copy and content tailored to difference audiences and to communicate complex ideas and information carefully to non-specialist audiences.
* A keen eye for detail and accuracy with strong editing and proofreading skills.
* Able to draw up communications plans and develop communications products for key events and projects.
* Superb organisational and prioritisation skills, able to work with minimum supervision, prioritise own workload, and work on several projects and meet multiple deadlines.
* Strong interpersonal skills, able to influence and to act with discretion and judgement when working on confidential material.
* Able to lead on elements of flagship communications projects and on own smaller communications projects.
* Able to support the management of suppliers undertaking a range of activities including freelancers and agencies and to make sound decisions when called upon to do so.
* Committed to quality and to ensuring accuracy and effectiveness across their output.
* Good IT skills across office productivity software and intranet (WordPress) tools

**Qualifications / Membership requirements*** Educated to degree level or equivalent experience

**Experience*** Experienced writer with a track record of writing, editing and proof-reading copy and content for a range of target audiences for both digital platforms and print.
* Proven experience of working on creative communications activities and campaigns that raise awareness of an organisation’s event, service or product.
* Experience of planning and delivering communications projects that meet expectations and deadlines.
* Experience of delivering high quality copy displaying a strong attention to detail.
* Experience of delivering effective, engaging internal communications activity and engagement.
* Experience of working flexibly in a fast-paced environment in which deadlines can frequently change.
* Effective time management with the ability to plan, prioritise and deliver to tight timescales.
* Experience of using evaluative tools to measure success and impact.
* Enthusiastic, proactive and a flexible approach to work.
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| **COMPETENCIES***The behaviours that must be demonstrated in the job** Functional/technical skills – has the functional and technical knowledge and skills to do the job at a high level of accomplishment
* Drive for results – can be counted on to meet or exceed goals successfully
* Managing and measuring work – takes responsibility for tasks and decisions
* Customer focus – is dedicated to meeting the expectations and requirements of internal and external clients and collaborators
* Personal learning – picks up on the need to change personal and interpersonal behaviour quickly.
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