



Communications Officer

Job scope

As our new Communications Officer, you will be expected to hit the ground running, delivering strands of our events programme, social media and digital strategy and inputting into our policy work.

Our headquarters, right outside London Victoria Station, will be your base; but our Communications Officer will also have the opportunity to travel across the country, delivering impactful and creative events for a wide range of audiences.

You would be joining a kind and driven team working on a range of exciting projects. The office is friendly and has flexible working hours with great facilities including bike storage, showers and free fruit deliveries (or if you prefer a snack cupboard full of biscuits).

The country's education system is being transformed and Gatsby is offering a unique opportunity to be right at the heart of those changes. Join the Gatsby Foundation's Education team as it embarks on an exciting new national campaign to get schools, colleges, students and employers behind a once-in-a-lifetime chance to overhaul technical education.

Background info:

<http://www.bbc.co.uk/news/uk-39169490>

http://www.gatsby.org.uk/education/programmes/Panel_Report

Responsibilities

- Coordinating a range of events and taking the lead at fairs across the UK, including our stand at the largest celebration of science and engineering, The Big Bang Fair
- Leading on a review of our events programme and making recommendations for future events activity
- Working with leading digital agencies on social media campaigns
- Producing content for social media including managing the production of films and infographics
- Writing publications, blogs and press releases
- Advising and supporting the policy team on strategic communications
- Using Google analytics and Google AdWords to improve website page ranking / page hits



Essential skills and experience

- Excellent writing and proofreading skills
- Demonstrable experience of social media management and running targeted campaigns
- Demonstrable experience of executing events that delivered on their aims
- Proven experience of strong budgeting and relevant IT skills
- Proven experience of managing agencies to deliver content creation
- Demonstrable administrative and organisational skills

Essential abilities

- Able to persuade, engage and build rapport quickly with people
- Able to meet deadlines under pressure, often balancing conflicting priorities
- Able to work self-sufficiently, including the potential for remote working
- Able to represent Gatsby at high profile events, maintaining our reputation for exceptional standards and professionalism

Essential personal characteristics

- Creative and self-motivated self-starter
- Enjoys working as part of a small team
- Values delivering to the exacting standards expected of all Gatsby colleagues
- Willing to work flexibly within an environment that must adapt quickly to external changes
- Able to travel to meetings and events around the UK, sometimes including overnight stays
- Able to be flexible about working hours
- A team player who is willing to undertake the organisational and practical elements of effective events management

Terms

We are seeking to make a fixed-term contract for two years, but we are willing to consider other arrangements. We expect the post-holder to be flexible and will consider alternative working arrangements as appropriate. We wish the successful applicant to join our team as soon as possible.



Salary & benefits

The starting salary for the post will be in the range £30,000 - £40,000 per annum, according to the experience and skills of the successful candidate. Other benefits include: a 12% employer contribution to pension; private medical insurance; death in service cover; and interest-free annual season ticket loan.

Application procedure To apply for this post, please supply all the following information:

- A covering letter that explains why you believe you are the right person to join our team and sets out how you would deliver on the responsibilities we have set out above.
- Full details of your current salary and benefits package (or the most recent if currently unemployed) and notice period. Applications which do not include this information are unlikely to be considered further.
- A curriculum vitae (of no more than 4 sides of A4) including a daytime contact telephone number and email address.
- The names and contact details (including daytime telephone number) of two referees who can comment on your suitability for this post. Please indicate whether referees may be contacted prior to interview.

The above information should be sent to Faye Riley: faye.riley@gatsby.org.uk
Informal enquires may be made to Faye or Michelle Rea: michelle.rea@gatsby.org.uk.

We regret that we are unable to acknowledge receipt of applications or write to unsuccessful applicants. Applicants selected for interview will be contacted within 4 weeks of the closing date. Applicants who have not been contacted within this time should assume they have been unsuccessful. The closing date for receipt of applications is 23.59 on Tuesday 05 September 2017.

Information on all of Gatsby's work, including our activities to support these education objectives, can be found on our website at www.gatsby.org.uk. In addition, and with particular relevance to this post, visit www.technicians.org.uk for information on Gatsby's Technicians Make it Happen campaign.