

Vacancy:	Senior Communications Officer
Organisation:	New Local Government Network (NLGN)
Contract:	Full-time, permanent
Salary:	£32,000 - £37,000
Location:	Westminster, London

The cause

NLGN is a think tank and network working to energise local government, improve public services and empower communities. We publish research on some of today's most pressing issues - like housing, welfare and economic equality - informed by our network of 60-plus local authorities.

At the heart of our work is 'community power' - the belief that people should be given the means to transform the places they live and the services they use. We believe this is key to reducing the burden on our public services, and to creating a better society for all.

The role

Over the last year, we've seen our community power message really begin to take hold. At the same time, we're rapidly developing and growing as an organisation. We're looking to further increase the impact of our work by expanding our communications reach and influence. We're looking for a Senior Communications Officer who can help us do just this.

Your job will include:

- **Digital management:** Day-to-day content planning and website upkeep, taking a leading role in the site's redevelopment
- **Social media:** Running all activity on NLGN's channels to increase engagement and reach influential stakeholders
- **Content:** Producing, commissioning, editing and planning activity - from blogs and reports to films and podcasts
- **Media Relations:** Taking a proactive and reactive approach to promoting NLGN's work and interests with national, regional and specialist press
- **Planning:** Working cross-team to carefully coordinate our communications - making sure our messages are heard by the right audiences at the right time
- **Brand management:** Acting as 'brand ambassador' for NLGN - ensuring that our messaging is understood and conveyed by all members of staff, and helping to develop and disseminate a new brand identity
- **And more:** Contributing to the planning and delivery of campaign and events activity - including parliamentary influencing and members events. Taking on ad hoc tasks to support the communications strategy and our work as a whole

The candidate

Our ideal candidate will be:

- **A great communicator**, who can distil complex ideas and bring people together around a cause - verbally, visually and in writing
- **A creative thinker**, who has an eye for design and can bring fresh approaches to any challenge
- **Digitally savvy**, with experience creating high levels of engagement online and through social media, and knowledge of digital best practice - and new techniques
- **A keen planner**, whose strategic understanding and attention-to-detail is proven to keep projects timely and impactful
- **A warm connector**, with experience of building strong, supportive relationships inside and outside teams, including with press and local/national government
- **Someone with quick judgement**, who flourishes in an environment of autonomous working and speedy decision making, and can be trusted to make the right calls
- **Driven by achieving change**, both in terms of improving our own work and achieving NLGN's broader political and societal goals
- **Flexible and collaborative**, generous in offering expertise and keen to work adaptably and openly with other members of NLGN staff

The organisation

NLGN was founded in 1996. Today, we're a team of 13, based in a shared working space in London's Victoria. The Senior Communications Officer role would sit in the communications team, reporting to the Head of Communications, and working alongside the Design Production Coordinator. They will work closely with all other members of staff, including the Thought Leadership Team and the Network and Events Team.

In addition to the advertised salary, we offer:

- A minimum of 27 days' holiday a year
- Flexible working arrangements
- Regular training opportunities

Wellbeing: NLGN is committed to staff wellbeing. Working long and late hours is actively discouraged and all staff at NLGN are committed to creating a pleasant, friendly and supportive environment in which to work.

Diversity: NLGN is committed to being an equal opportunities employer. We don't just 'value diversity', we think it is central to what makes for a high impact, successful organisation. We positively encourage everyone to apply.

How to apply

Please send your:

- Cover letter (demonstrating, with examples, how you meet the criteria above)
- CV

To Katy Oglethorpe at recruitment@nlgn.org.uk. If you would like to discuss the role beforehand, please also get in touch by emailing katy@nlgn.org.uk.

Closing Date: Wednesday 18 March 2020, 23:59

Interviews: Tuesday 31 March 2020

If you are unable this date, please let us know when you apply.

Candidates who have been shortlisted for interview will be notified by Monday 23 March 2020.

Probation and Notice: This role is subject to a six-month probationary period and a two-month notice period.

Data Protection: NLGN will process and store and your personal information (this means any information that identifies or could identify you) for the purposes of recruitment, for a period of up to six months after the closing date, after which it will be securely disposed.