

Job Description

Job Title:	Communications & Public Relations Officer
Responsible to:	Deputy Director
Responsible for:	n/a
Salary:	Up to £35,000 pro rata. Part-time contract. Salary dependent on experience.
Location:	Central London, 16 Babmaes Street

About the Aziz Foundation

The Aziz Foundation is an independent grant making body that seeks to support the most disadvantaged communities in Britain. It aims to do this through supporting community empowerment and leadership development in these communities, and encourage greater public engagement by them in wider society. The Foundation seeks to support individuals and projects, strengthen organisations and networks, and help incubate innovative ideas that will ultimately improve the conditions in and for these sections of our society.

Job Purpose

The Communications and Public Relations Officer will manage all internal and external communications for the Foundation ensuring its messages are consistent. The post holder will develop PR and Communications strategies all the way through to execution and evaluation. The post holder will work with staff, grantees, grant-making bodies, relevant digital communities and other stakeholders to create and manage campaigns, case studies, user stories for the Foundation and the philanthropic sector. The post holder will also ensure that communications projects and priorities are delivered to time and budget.

Main Duties and Responsibilities

Broadly, the main duties and responsibilities will include, but not be limited to, the following:

a) Communications

- To lead on the development and delivery of the Communications (both internal and external) strategy.
- Work closely with other members of the team, ensuring smooth operations of communications system.
- Draft and edit annual reports, press releases and content for newsletters, brochures and all other corporate literature.
- Assist in preparing regular progress reports/papers for Trustees and/or other stakeholders as and when required.
- Maintain mailing lists and contacts database for external communications.

b) Public Relations

- Lead on the development and delivery of the Public Relations strategy.
- Further develop and implement the Crisis Management strategy and proactively train staff in risk mitigation.
- Network as required for PR purposes and measure impact of PR activities.
- Deal with incoming media/PR enquiries effectively and proactively, and strategically pitching stories.
- Devise and implement a strategy to raise the profile of the Foundation among its target audiences.

c) Branding & Corporate Identity

- Maintain and review all work and items related to branding and corporate identity.
- Manage production of all print materials and corporate literature for the Foundation.
- Liaise with suppliers for all print work.

d) Website & Social Media/Online Platforms

- Maintain and update the Foundation's website on a regular basis with high quality and engaging written, visual and multimedia content.
- Develop a social media strategy with guidelines for programmes staff.
- Manage Search Engine Optimisation (SEO) works, including researching and assessing the Foundations SEO needs.
- Manage the content and publicity of all mailshots and social media accounts for the Foundation, and maintain its online presence across multiple channels.

e) Other

- Support staff and grantees with their Communications needs.
- Attend and represent the Foundation at external events as and when required.
- Support in-house and external events, conferences, workshops and meetings.
- Provide office management support, as and when required.

It is anticipated that the job description may change in the long term as the Foundation and its work grows, but this will always be done in discussion with the post holder.

Person Specification

Criteria	Description	Requirements
Qualifications	<ul style="list-style-type: none"> ▪ Educated to degree level in a relevant subject or equivalent qualification. 	Essential
	<ul style="list-style-type: none"> ▪ Communications and PR training. 	Desirable
Experience	<ul style="list-style-type: none"> ▪ Two years professional experience in a communications and/or public relations role. 	Essential
	<ul style="list-style-type: none"> ▪ Experience and confidence of managing and updating websites, social media networks and digital content. 	Essential
	<ul style="list-style-type: none"> ▪ Experience in PR and in risk mitigation. 	Essential
	<ul style="list-style-type: none"> ▪ Experience in creating and disseminating content for specific audiences. 	Essential
	<ul style="list-style-type: none"> ▪ Experience writing press releases. 	Essential
	<ul style="list-style-type: none"> ▪ Experience of managing production of print materials. 	Strongly desirable
	<ul style="list-style-type: none"> ▪ Demonstrable experience using WordPress. 	Desirable
	<ul style="list-style-type: none"> ▪ Experience using Mailchimp to send out timely mailshots. 	Desirable
Skills & Abilities	<ul style="list-style-type: none"> ▪ Excellent writing/editing skills – ability to write and edit documents as well as print and online content relative to the target audience. 	Essential
	<ul style="list-style-type: none"> ▪ Good communication skills – able to work with a broad cross section of both internal and external contacts including senior managers and directors, remote staff and consultants. 	Essential
	<ul style="list-style-type: none"> ▪ Excellent organisational skills – able to prioritise and manage a varied workload to tight and competing deadlines. 	Essential
	<ul style="list-style-type: none"> ▪ IT Skills – Comfortable with Microsoft Office applications Working knowledge of InDesign. 	Essential Desirable
	<ul style="list-style-type: none"> ▪ Social media – innovative in approach to building our online presence and knowledge of using social media tools such as Facebook, twitter, LinkedIn, etc. 	Essential
	<ul style="list-style-type: none"> ▪ PR - Knowledgeable about PR tools and tactics and confident in risk management. 	Strongly desirable
	<ul style="list-style-type: none"> ▪ Flexible approach - able to turn around requests quickly including requests from senior managers and the Board. 	Desirable

Criteria	Description	Requirements
Personal qualities	▪ Ability to maintain confidential and sensitive information.	Essential
	▪ Good interpersonal skills and strong team player.	Essential
	▪ Ability to work in a small group and in a busy open-plan environment.	Essential
	▪ A desire to work across disadvantaged communities irrespective of backgrounds.	Essential
	▪ Warm in approach – able to build strong rapport with both internal and external stakeholders to gain trust and support.	Essential
	▪ Meticulous attention to detail and keen eye for design.	Essential
	▪ Self-motivated.	Desirable
Values	▪ Commitment to the values of the Aziz Foundation*.	Essential
	▪ A desire to work across disadvantaged communities.	Essential

**The Aziz Foundation is inspired and guided by the values of: i) empowerment and growth of the individual, ii) the promotion of social justice for all communities and iii) the obligation to serve the common good in a diverse society.*

To Apply

Candidates are invited to email their CV with a covering letter by **11am on Monday 8th January 2018**, briefly describing how their skills and experiences fit the job description and person specification to: jobs@azizfoundation.org.uk

The Aziz Foundation reserves the right to vary or amend the duties and responsibilities of this role at any time according to its needs.