

JOB DESCRIPTION

Job Title: Communications Executive - Climate Justice **Accountable to:** Communications Manager
Contract Length: Permanent **Hours per week/FTE:** 35 **Weeks per year:** 52
Salary: £34,943 - £42,914 per annum **Grade:** 4
College/Service: Communication and External Affairs **Location:** High Holborn/Kings Cross, flexible working and with travel to other UAL colleges as required

Purpose of Role:

You will be part of a central communications team with specific responsibility for leading on communications for climate justice, sustainability, Estates, Facilities, Health & Safety and corporate social responsibility.

You will provide timely information and tell compelling and engaging stories for each of these key areas, on a variety of channels, to keep staff, students and the outside world informed and to promote taking actions on key societal issues.

Duties and Responsibilities

- Work across internal and external communications, identifying story opportunities and gathering rich content to promote the university and colleges across the role's key areas
- Maximise engagement from our audiences including staff, students, industry professionals, HE sector and the media through clear and impactful communications
- Deliver concise and timely communications around key issues affecting UAL sites and facilities
- Help devise and deliver a communications plan with key regular campaigns, coordinating and monitoring activity across multiple channels
- Provide communications leadership and support to colleges and central services with a particular focus on climate justice, sustainability, Estates, Facilities and Health & Safety.
- Handle media requests, proactively pitching stories, managing relationships and storing content
- Liaise with key stakeholders to agree impactful communication plans and content

General

- To perform such duties consistent with your role as from time to time may be assigned to you anywhere within the University.
- You may be required to regularly travel to other sites as necessary.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships:

- Communications Managers
- Associate Director of Communications
- Colleagues within Communications and External Affairs
- College Communications teams
- Director of Estates
- Director of Health & Safety
- Associate Director of Sustainability
- Other stakeholders across the university including academic staff and Directors of key services Press, media and other external contacts as required

Specific Management Responsibilities

Budgets None

Staff: None

Other (e.g. accommodation; equipment): None

Person Specification

1. Specialist knowledge, qualifications or relevant experience
 - Knowledgeable about our business and passionate about our purpose and values
 - Experience of generating effective, high quality and visually impactful multi-channel campaigns with excellent social media and audio visual content
 - Proven experience of working in: a similar communications role, working in a press office, media-handling environment, a creative HE environment or in the creative and cultural industries
 - Understanding of or interest in the climate emergency and creating a sustainable future
 - Expertise in film editing and an understanding of design would be welcome
2. Communication skills, creativity, innovation and problem solving
 - Able to write great copy and tell a compelling story, translating complex information as necessary for a diverse audience across multiple digital channels and evaluate their impact
 - Able to deliver timely communications on issues relating to sites and services
 - Can build strong working relationships with internal and external stakeholders at all levels
 - Creative with a good eye, with great ideas and is not afraid to suggest new ways of doing things
 - Experience of communicating research outcomes would be welcome.
3. Planning, managing resources and teamwork
 - Experience of managing projects, initiatives and campaigns: thinks ahead, anticipates problems and identifies ways of overcoming or preventing them, prioritises and manages resources effectively to achieve objectives under pressure
 - Works well in a team, is able to share the load to ensure collective delivery.

Signed _____ Farah Chowdhury _____ Date of last review June 2021 (Recruiting Manager)