April 2020

Communications Officer - Job Description

**About Forces in Mind**

The Forces in Mind Trust (FiMT) was established in 2011 with a £35 million endowment from the Big Lottery Fund to spend over a 20-year period. Our vision is for all ex-Service personnel and their families to lead fulfilled civilian lives, and our mission is to enable successful sustainable transition back to civilian life. The Trust awards grants and commissions research to generate a strong evidence base for influencing policy makers and service deliverers and has recently increased its focus on influencing and convening thought-leadership activity.

The role of the Communications Officer is critical to the effectiveness of FiMT in achieving its mission. The Trust is seeking to recruit an experienced and flexible Communications Officer with strong traditional and digital communication skills, stakeholder management and Public Affairs expertise.

**Job Details**

* Job Title: Communications Officer (CO)
* Location: Based in Victoria, London (occasional travel and overnight stays may be necessary to support events around the UK).
* Status: Full time 37.5 hours
* Starting salary range: £31,755 - £33,623 (depending on skills and experience)
* Benefits: Group pension plan, interest-free season ticket loan, individual training budget, death in service insurance, health screening, access to a cycle-to-work scheme
* Holiday: 30 working days plus Public/Bank holidays
* Reporting to: Head of Policy

**Overall Purpose**

The role of the Communications Officer is to contribute to the delivery of FiMT’s mission and increase FiMT’s impact by developing and delivering the Trust’s communications and influencing work with key policy-makers, opinion-formers and decision-makers.

**Role overview**

* The Communications Officer reports to the Head of Policy and is responsible for the day-to-day preparation, management, and delivery of FiMT’s communications and influence plans.
* The Communications Officer has access to guidance and input from an external communications and public affairs agency, and can refer to them for specialist input when required.
* Working closely with other members of the staff team, the Communications Officer has responsibility for overseeing and coordinating all aspects of Trust communications activity in order to ensure that the Trust is fulfilling its charitable objects, following the Board’s strategy, and executing its programmatic approach to grant making as effectively as possible.
* The main purpose of the Communications Officer’s role is to support the Chief Executive and the Policy, Influence and Evaluation team in every aspect of influence activity.

**Role responsibilities**

* Planning, coordinating and delivering FiMT’s communications activity (including budget management) for report launches, receptions, and other external events.
* Building on and strengthening FiMT’s capacity to engage proactively with all types of media. This includes developing media contacts in the areas relevant to FiMT’s work, and preparing and issuing press releases and managing other media activities.
* Drafting briefings and speeches and with the Head of Policy, taking a lead on Public Affairs work.
* Managing and producing FiMT’s annual Impact Report; this involves working closely with the Chief Executive and external design agency.
* Managing the content on FiMT’s website and social media channels; this includes web publishing and being the holder of FiMT’s Twitter account.
* Managing FiMT’s (and the Community Fund’s) branding and identity, ensuring appropriate media representation in work where FiMT has an interest.
* Developing and maintaining relationships with FiMT’s stakeholders across the UK, and building partnerships with other organisations.
* Developing and maintaining a communications and influencing calendar incorporating outcome and project related communications and influence activity.
* Representing the Trust externally as required.

**General responsibilities**

* Contributing to the development and execution of FiMT’s Strategy, and any Influence strategy/plans (including press releases) that are produced.
* Operating within the annual budget according to the financial plan and producing the required reports to inform the management accounts.
* Providing advice, support and guidance to the Board and Committees.
* Conducting specific activities outside the Policy, Influence and Evaluation team area as directed by the Chief Executive.

**Skills and Knowledge**

[Guidance to applicants: when completing your application, you must demonstrate, fully but concisely, how you meet the criteria listed below.]

* Essential
  + Strong communication skills, both verbal and written, together with a courteous, flexible and helpful approach to engaging with people at all levels (a short example of written work will be required from those invited for interview).
  + Experience of working as a senior account manager or junior account director level, or equivalent experience from an in-house function.
  + Ability to work on own initiative without supervision, and to work under pressure to meet tight deadlines.
  + Knowledge of how policy and legislation are developed and implemented and how to influence these processes.
  + Strong project management skills, and an organized approach to work, with a high level of accuracy and attention to detail.
  + Ability to manage a diverse workload, prioritise tasks, and deliver work to agreed deadlines.
  + Ability to take the initiative, be creative, and to come up with original ideas.
  + Strong IT skills, including Microsoft Office (Word, Excel, Outlook, and PowerPoint), social media and associated monitoring tools, and a website publishing programme (eg WordPress).
  + Excellent inter-personal skills.
  + Good team working skills, and able to work for more than one member of the Executive Team when required.
  + A respect for the UK Armed Forces and an appreciation of their particular characteristics.
* Desirable
  + Some experience of working as a freelance communications or public affairs officer.
  + Awareness and understanding of the role of charitable trusts and foundations
  + An understanding of, and empathy with the work of the Service Charities.
  + Good media contacts in the third sector.

Personal Attributes

* Integrity
* Intellect
* Sound work ethic
* Determination
* Flexibility
* Cultural and inter-personal awareness and sensitivity
* Initiative, subtlety and the ability to work collaboratively

**How to apply**

We invite interested candidates, who meet the requirements, to email their applications. Applications must include:

1. A Supporting Statement explaining how your skills and experience fit the role;
2. A CV (no more than 2 sides of A4) specifying your qualifications, education and relevant work experience.

Email your application to [enquiries@fim-trust.org](mailto:enquiries@fim-trust.org)

Applications will be reviewed on a rolling basis and a successful candidate may be selected prior to the closing date. Candidates are encouraged to submit their application as soon as possible.

The deadline for applications is Friday 29 May 2020.

Interviews will be held in the week commencing 15 June 2020 either in London or virtually, depending on the advice on COVID19.