**Communications Officer**

**Job description and person specification**

**Hours:**  30 hours per week worked over a minimum of four days. We are happy to consider flexible working arrangements and invite job share applications. Some out of hours working will be required for which TOIL will be given.

**Location:** Negotiable but the postholder must be resident in the UK with the right to work in the UK. Office is in Vauxhall, London. Post can be worked as office based or a mixture of office/remote working. Must be able to attend meetings in the office on a regular basis.

**Duration:** two-year contract.

**Salary:** £31,568 pro-rata (25,254 for 30 hours) plus 5% pension contributions (cost of living increase due April 2023)

**Line management**: Reports to the Head of Communications and Public Affairs

**To apply please complete and return the application form to** recruitment@wbg.org.uk **by 9am on Monday 7 November . Please title your email Communications Officer Application.**

**Please also complete our Equal Opportunities Monitoring Form (this is anonymous and will be saved separate to your application, it will not form part of the recruitment process)**

If you have any questions about the role, or if you feel you could succeed in this role but are unsure if you meet all the role requirements, please contact the Head of Communications and Public Affairs, Erin Mansell at erin.mansell@wbg.org.uk for an informal conversation.

**Interviews will be held Tuesday 15 November**

## About us

The Women’s Budget Group (WBG) is an independent network of leading academic researchers, policy experts and campaigners.

For over 30 years we have been analysing economic policy for its gender and other equalities impacts and developing and promoting polices that will increase equality. We work to influence policy debates ourselves and to build the capacity of women’s organisations and other equality groups to influence debates on their own behalf.

This is an exciting time to join the Women’s Budget Group. We have been through a period of significant growth and currently have a team of 12 staff. We have built a strong reputation for analysing the impact of government policies, and our research into policies that would promote gender equality is often cited by parliamentarians, press and other campaign organisations.

We are looking to appoint a strong communicator with a commitment to gender equality as our new Communications Officer.

As we emerge from the pandemic, into the cost-of-living crisis, our work on a gender-equal economy has gained more urgency. The successful candidate will be someone who can improve our ability to communicate our work through broadcast, print and social media.

We are looking for someone who enjoys working as part of a small, committed team, with strong communication, organisational and interpersonal skills. A commitment to the aims of the Women’s Budget Group is essential.

In return, WBG offers a supportive, passionate environment with the opportunity to affect real change in women’s lives. We understand the reality of people’s lives and strive wherever possible to offer flexibility and support to enable you to balance your work and personal life in a healthy way. We are committed to learning and development for all staff; in addition to organisation-wide training opportunities, each member of staff has an individual training budget to be used on enhancing their skillset. We also believe it’s important that our people feel their work has purpose, so we’ll encourage you and support you to be autonomous and creatively lead on key pieces of work.

*WBG is committed to diversity and inclusion. We use positive action under section 159 of the Equality Act in relation to disability or race. This means that if we have two candidates of equal merit in our process, we will seek to take forward the disabled or Black, Asian, and Minority Ethnic candidate in order to diversify our staff team.*

**Job description**

* Working with the Head of Communications and Public Affairs to develop and deliver a holistic communications strategy that considers WBG branding, messaging, social media and press.
* Maintaining and updating distribution lists for media, political and policy stakeholders
* Promoting new reports, budget responses and briefing papers to the media, including drafting press releases, blogs, social media content and opinion pieces and contacting journalists
* Maintaining and updating web site
* Working with WBG colleagues to produce copy for the website including summaries of briefings and reports, blogs and news pieces
* Working with the Head of Communications and Public Affairs to develop and deliver a social media strategy, including audience growth and content creation.
* Working with colleagues and WBG designers on the design and production of WBG materials including reports, briefings and infographics
* Ensuring effective and timely member and network communications including producing and sending regular newsletters
* Working with WBG colleagues to organise successful events including public meetings, launch events, workshops and seminars**.**
* Undertaking own administration including correspondence, filing and photocopying.
* Representing the Women’s Budget Group at meetings and conferences as requested by the Head of Communications and Public Affairs
* Participating in WBG team meetings and meetings of the WBG Board as required.
* Undertaking any other duties falling within the scope of the work.

***Person specification***

**Communications**

Essential

Ability to communicate effectively, verbally and in writing, to a range of audiences and through a range of media

Strong proofreading and editing skills

Ability to generate print and broadcast media coverage on behalf of an organisation

Ability to develop and maintain a strong network of media contacts

Ability to present complex policy information to a general audience in an accessible way.

Desirable

Experience of writing copy for websites and newsletters

Experience of maintaining websites, particularly via Wordpress

Experience of managing newsletters particularly via Mailchimp

Experience of presenting complex policy information to a general audience in an accessible way

Experience of updating, monitoring and managing multiple social media platforms.

**Administration and co-ordination**

Essential

Excellent organi*s*ational skills including ability to work on own initiative, prioritise tasks and manage deadlines

High level of computer literacy and familiarity with Microsoft Office packages

Experience of event management e.g. organising seminars, report launches and/or member networks

**Personal qualities**

Essential

Proven ability to work flexibly as part of a small team

Commitment to and desire to promote women’s equality and the values and principles of the Women’s Budget Group

**WBG Values and Principles**

**Values**

*Human rights*

We will ensure that we work in line with the sort of society we want to see; based on substantive equality and respect for human rights, where care is valued and shared and which allows everyone to live in dignity, reach their full potential and fully participate.

*Feminism*

The Women’s Budget Group is a feminist organisation. We recognise that sex-determined social roles have given rise across the world to a variety of forms of patriarchal society in which access to work, resources, assets, and income is determined largely by a hierarchy of imposed gendered roles, with men having greater rights, entitlement, and opportunity to access resources than women.

*Intersectionality*

We recognise that gendered structures of inequality intersect with other structures of inequality including those based on class, race, disability and so on. While our primary focus is on gender equality, we will reflect the intersectional nature of inequality in our work.

**Principles for our work**

*Partnership*

We believe that we can achieve more with others than we can alone and will work in partnership with organisations and individuals who share our aims and values. We will play an active role within wider feminist movements both in the UK and internationally.

*Expertise and learning*

We will ensure our work is academically robust, that our analysis and policy proposals are evidence based and that we are always open to learning as an organisation. We recognise that expertise, knowledge and opportunities to learn come in many forms and include front line and lived experience as well as academic research.

*Diversity*

We believe that diversity of backgrounds and perspectives strengthens our work, and we will actively seek to promote diversity at all levels within the organisation.

*Pluralism and Respect for difference*

WBG is an organisation that brings together people with different views, perspectives, and experiences. We are committed to open discussion based on respect for these differences and believe that honest and respectful dialogue where all views can be heard is the best way to ensure robust analysis and policy making in the WBG and wider society.

*Integrity*

WBG will work in an open, honest, accountable, and transparent way with staff, volunteers, members, and other stakeholders.

*Political Independence*

WBG does not affiliate to or support any political party. We seek to influence all parties to adopt policies that promote women’s equality, gender budgeting and feminist economic principles.