**Job description**

**Job title:** Communications Assistant

**Responsible to:** Head of Communications/Communications Officers

**Hours:** 35 hours per week to be worked flexibly, including designated core hours. This will include a mix of office and home working. You will be expected to work outside of normal working hours on occasion when necessary as part of our press team, but will be reimbursed for this via our overtime policy.

**Salary:** £28k – £37k depending on experience.

**Pension:** Excellent quality defined-benefit pension scheme.

**Location:** Located at the FDA headquarters near London Bridge with hybrid working provision.

**Your role and responsibilities**

* As Communications Assistant, you will be involved in all of the FDA’s areas of communications. This includes (but is not limited to):
  + proofing, uploading content and on occasion writing copy for our website and email communications;
  + press and parliamentary monitoring, engagement, liaison and timely responses;
  + social media monitoring, engagement and ideas for output;
  + working with our branches and sections to help progress campaigns and communications strategies;
  + proofing and some writing for *Public Service Magazine*; and
  + helping to produce campaign/organising materials (both physical and digital) where needed.
* You will be a fast learner with good grammar and proof-reading skills, who can quickly write succinct, engaging and accurate copy relevant to its audience.
* You will need to be adaptable and able to work to tight deadlines, with some occasional out of hours work.
* You will help to update the FDA’s communications across various platforms.
* You will assist in promoting awareness of the FDA and its public profile, helping to publicise the union’s policies and achievements amongst members, potential members and the media.
* As part of a small Communications team, you will work with the FDA’s Senior Management and National Officers to update them on relevant media coverage.

**What you’ll receive from working with us**

* A generous annual leave entitlement of 31 days excluding public holidays.
* An excellent quality defined-benefit pension scheme.
* A hybrid working provision.
* An overtime policy providing payment for covering out-of-hours press work.
* An opportunity to develop in the role, with access to a dedicated budget for training.
* Access to our FDA Portfolio member and staff discount scheme.