**Job description**

**Job title:** Communications Officer

**Responsible to:** Communications Manager

**Hours:** 35 hours per week to be worked flexibly including designated core hours. You will be expected to work outside of normal working hours on occasion when necessary, but will be reimbursed for this.

**Salary:** £29k – 37k depending on experience

**Pension:** Good quality defined-benefit pension scheme

**Location:** FDA headquarters near London Bridge, central London

**Your role and responsibilities**

* As Communications Officer, you will be involved in all of the FDA’s areas of communications. This includes (but is not limited to):
  + writing, editing and updating our website and email communications;
  + press monitoring, engagement, liaison and timely responses, as well as production of press releases;
  + social media engagement and output;
  + working with our branches and sections to develop campaigns and communications strategies;
  + writing for and sub-editing *Public Service Magazine*; and
  + helping to produce campaign materials 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 report to the Communications Manager, but you will be expected to use initiative and creativity within your own appointed projects.
* You will help to develop and 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 Negotiators to update them on relevant media coverage.