

**Job Description**

Job Title:	Communications Officer
Location:	Central London
Job Grade:	EO
Salary Range:	£28,500-£30,000
Responsible To:	Head of Communications and External Affairs
Purpose of the Job:	<p>The Children's Commissioner for England promotes and protects the rights of children, especially the most vulnerable. This includes special responsibilities for the rights of children who are in or leaving care, living away from home or receiving social care services.</p> <p>Independent of Government, the Children's Commissioner has unique powers to help bring about long-term change and improvements for children. She is the 'eyes and ears' of children in England. Her messages to policy and decision makers, leaders of industry, charities and sometimes parents provide insight, evidence and challenge to us all to provide the best support possible for children as they grow up.</p> <p>This is an external facing role with responsibility for managing relationships with external stakeholders as well as communicating with members of the public.</p> <p>You will also be responsible for promoting the OCC message on broadcast, in print and on our owned channels, aligning visits and media content with OCC priorities for maximum impact.</p> <p>Whilst the post holder has specific responsibilities, as a member of a small team it will be necessary to become familiar, through time, with other associated aspects of the work of the Office in order to provide cover for colleagues during busy periods and absences. The postholder will be proactive and willing to contribute to the overall performance of the team.</p>
Specific Duties:	<ul style="list-style-type: none"> <li>• Promoting the OCC message on broadcast, in print and on owned channels</li> <li>• Writing press releases and quotes</li> <li>• Capturing and elevating the voice of children and organising communications campaigns</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintaining the Communications grid and planning months ahead to align visits, media content and owned channels content with OCC priorities and activities.</li> <li>• Producing a monthly newsletter to update key stakeholders on the current work of the OCC</li> <li>• Building relationships with external stakeholders, developing and maintaining networks of stakeholders of relevance to the Commissioner's ongoing work and strategic priorities, ensuring that the Commissioner has high quality relationships with key stakeholders</li> <li>• Digital skills - to support the management of the OCC and IMO websites, including uploading information and assisting the Digital Officer with social media and other platforms</li> <li>• Attend events, often out of hours, to represent the Children's Commissioner</li> </ul>
<p>Essential Skills/Experience Required:</p>	<ul style="list-style-type: none"> <li>• Excellent written and verbal skills</li> <li>• Experience of writing press releases</li> <li>• Direct experience in communications and/or stakeholder engagement roles, or in similar roles such as media relations, events management, marketing or senior customer relationship management</li> <li>• Strong influencing skills and the ability to build rapport with a range of stakeholders, complemented by the ability to prioritise and manage competing demands</li> <li>• Experience in the delivery of communications, including stakeholder engagement and channel management with exposure to delivering activity across communication platforms such as digital, PR marketing, partnerships and events</li> <li>• Experience of using insight and evaluation to improve communications</li> <li>• Experience of working collaboratively with colleagues at all levels across an organization and with external partners</li> <li>• Experience of contributing to a fast-moving project and working to tight deadlines</li> </ul>
<p>Desirable Skills/Experience</p>	<ul style="list-style-type: none"> <li>• Public sector experience, either in local or central government</li> <li>• Stakeholder management experience related to campaigns that have a low cost/no cost element</li> <li>• Experience of briefing senior officials</li> <li>• Excellent knowledge of Microsoft packages such as Excel and PowerPoint</li> </ul>
<p>Changes</p>	<p>This is a description of the job as it is presently constituted. It is the OCC's practice to review and update job descriptions from time to time.</p>
<p>Date:</p>	<p>November 2021</p>