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**JOB DESCRIPTION**

**Job title:** **Communications Officer**

**Reporting to:** **Campaigns and Communications Manager**

**Current Job Holder:** **Replacement role**

Have you got a flair for writing, are savvy on social media and love a pint in your local? We have an exciting opportunity to join the BBPA as our new Communications Officer. You’ll join our friendly team at a pivotal moment as we seek to capitalise on the different and competing opportunities during the election year ahead to ensure we optimise our media (and public affairs) opportunities and look to expand our reach and impact even further across the media and our social channels.

Supporting the Campaigns and Communications manager and wider BBPA team, your role will be varied, fast-paced and interesting; from creating engaging social media content to amplify our messaging through to gathering insight and stories from our members to support our media work.

You’ll be brilliant at writing for different channels and audiences, be proactive in spotting opportunities to further the organisation’s messaging and brand and have good awareness of current affairs and the news agenda.

Main responsibilities

* Day to day management of the BBPA’s social media channels, support in strategising and developing existing platforms and introducing new ones where needed to expand the organisation’s digital reach and engagement
* Researching and gathering information on a variety of policy and communications areas; building relationships with internal and external stakeholders to collate up to date photography and case studies to support the BBPA’s achievements and highlight challenges
* Support in the production of high-quality communications materials and ensure all BBPA branded assets are kept up to date and are fit for purpose
* Writing, editing and uploading content to the BBPA website to keep it fresh and relevant
* Writing, editing and distributing regular online newsletters to BBPA members (using MailChimp)
* Supporting the successful running of a busy press office through contact list management, media monitoring and drafting briefs and press releases

Key experience and skills

* 2 years experience of working in a similar role either in house or with an agency
* Demonstrable experience of successfully running organisational social media channels (knowledge of tools such as Hootsuite a bonus)
* Experience of writing engaging copy for different channels, platforms and audiences
* Demonstrate an understanding of how public affairs priorities are supported and reflected in carefully crafted media narratives
* Ability to multitask, manage competing priorities and problem solve where required

Benefits

* Salary: £30-34k
* 25 days leave + bank holidays
* Subsidised gym membership
* Season ticket loan
* Cycle to work scheme
* Access to dental & medical insurance

This role is hybrid, with three days as a minimum a week based at our central London offices.

We value diversity and are working to increase this within our organisation and industry, if you are interested in the role but not sure if you meet all the requirements we would encourage you to apply regardless.

To apply please email your CV and covering letter (no more than two sides of A4) outlining your suitability for the role to nickyackerley@hrsupportconsultancy.co.uk **before 5pm on Friday 1 March 2024.**