

Communications Officer

Location: London Head office

Hours 37.5 per week

About the role

This exciting, new role will play a key part in the development and delivery of our new website and will be responsible for planning and delivering engaging, high quality communications to key audiences. They will write, edit, co-ordinate and publish content across various channels, including the website, social media, and print. They will lead the creation and dissemination of our monthly newsletter and annual impact report. The post holder will work closely with the Head of Communications and Marketing to drive well targeted and engaging communications campaigns.

About you

You'll have the following skills and attributes:

- A creative, proactive, self-starter
- Excellent written and verbal communications skills
- Website development and knowledge of digital best practice
- Excellent at building and maintaining strong internal and external relationships
- Commitment to producing high quality, engaging content
- A multi tasker who enjoys variety
- Excellent time management
- Ability to work well as part of a small, busy team

If this is you, and you want to join a busy and dynamic team then apply today by sending your CV and a covering letter setting out how you meet the person specification to Carole Buckton, Human Resources Manager. Email carole@sickchildrenstrust.org

Closing date: 5pm Wednesday 20 March 2019

Early application is encouraged as we will review applications during the advertising period and we reserve the right to close the advert early. Only shortlisted candidates will be contacted.