

The Electoral Commission

Job title:	Senior Communications Officer (Campaigns and Corporate Identity)
Team	Campaigns and Corporate Identity
Directorate:	Communications, Policy and Research
Responsible to:	Campaigns and Corporate Identity Manager
Responsible for:	N/A
Contract:	Permanent

Overall purpose of the post

To lead and contribute to the delivery of communication projects and functions, ensuring that we are communicating in a way which engages our audiences and exploring ways to be more innovative and effective.

The role will be centred on running both campaigns and delivering on corporate identity disciplines, including internal communications, depending on the individual's experience, development objectives and our requirements.

Main responsibilities

- To lead and coordinate the delivery of specific campaigns and corporate identity projects. These could include:
 - writing and maintaining project documents
 - briefing and overseeing the delivery of work by suppliers
 - monitoring project deliverables and dependencies
 - co-ordinating others' input into projects
 - managing and reporting on budgets
 - evaluating activities and reporting on key performance measures
 - anticipating issues that will affect delivery, escalating and recommending solutions where necessary
- To manage our suite of voter registration forms, letters and related materials that people across Great Britain use to register to vote.
- To manage the production of corporate publications.

- To work with external suppliers including advertising agencies, communications planning agencies, graphic designers, translators, printers and distributors.
- To create plans and processes to deliver work on time, within budget and ensure outputs are accurate and high quality.
- To form and maintain good relationships with internal and external stakeholders.
- To be an advocate for our corporate identity and writing in plain English – helping people from across our organisation to apply these to their work.
- To prepare and deliver written and verbal updates or presentations for internal and external stakeholders.
- To manage other communications projects as opportunities arise.

Additional details

The post-holder is expected to be the authoritative owner of the projects they manage, able to juggle requirements of different stakeholders and to use influencing and negotiating skills to achieve outcomes that meet our objectives.

The ability to build relationships and to speak authoritatively on behalf of the Electoral Commission is important at this level, as is solving problems effectively, using judgement and thinking creatively.

Strong attention to detail is an essential quality in this role as we manage complex budgets and a suite of resources which need to be expertly maintained and delivered.

The post-holder is also expected to contribute communications and project management expertise to our work more widely, potentially outside of the Communications, Policy and Research directorate.

Key working relationships

The post-holder will work closely with:

- colleagues in press, digital communications, research, legal and electoral administration teams
- people working for our external suppliers
- people working for local authorities, the UK's governments, corporate, charity and other public sector organisations

Person specification

Category	Requirement	Essential or desirable criteria
Qualifications	Good first degree or equivalent experience.	Essential
Experience	A minimum of three years' experience working in a marketing or communications role.	Essential
	Experience of managing campaigns or complex communications projects.	Essential
	Experience of managing external suppliers.	Essential
	Experience of delivering time and accuracy-sensitive projects.	Essential
	Experience of planning, implementing and evaluating communications projects to achieve value for money.	Essential
	Experience of managing budgets.	Desirable
	Experience of writing internal and external briefings and managing stakeholder correspondence.	Desirable
	Experience of delivering presentations to senior internal and external stakeholders.	Desirable
Knowledge and skills	Excellent written and verbal communication skills.	Essential
	Excellent interpersonal skills	Essential
	Ability to manage internal and external relationships across a range of teams and organisations.	Essential
	Good time management and planning skills	Essential

	Knowledge of principles of plain English and accessibility in written and printed communications.	Desirable
Personal qualities	Ability to solve problems proactively and use initiative to work out the best solution	Essential
	Ability to juggle different tasks and prioritise workload effectively	Essential
	Ability to take full ownership of a project or function and work without close supervision	Essential
	Excellent attention to detail, thorough and methodical	Essential
	Innovative and creative	Essential