



LOCAL PARTNERSHIPS LLP

Introduction

Local Partnerships LLP is a joint venture between HM Treasury, the Local Government Association and the Welsh Government. We were formed in 2009 to help the public sector deliver projects and change at the local level. We support central and local government, health and other local bodies to ensure their key priorities are delivered and clients secure value for money.

Our vision is as simple as it is challenging: **to strengthen the public sector to deliver more effectively, achieve more swiftly, and give value for money to the taxpayer and customer.**

JOB DESCRIPTION

Communications Officer

Salary range £25k - £30k p.a., dependent on experience

MAIN PURPOSE AND RESPONSIBILITIES OF ROLE

- support the work of the Head of Marketing and Communications, helping proactively to plan and deliver marketing and communications activity, including the events programme, to maintain the organisation's reputation and increase its profile
- proactively plan, design and implement digital communication activities to support the business objectives
- provide a range of specialised administrative and events-focused support to the Head of Marketing and Communications in the accomplishment of her duties; anticipate and solve problems to releasing her time to concentrate on strategic matters
- support the leadership team in the achievement of Local Partnerships' priorities and delivery of objectives, demonstrating a "can do" attitude and adopting a flexible and resourceful approach
- undertake any other duties and responsibilities appropriate to the post as required

Role specific responsibilities:

- provide support to, and communicate daily with, the Head of Marketing and Communications in the delivery of the marketing and communications activity
- proactively plan and manage the delivery of all elements of Local Partnerships' external events, including conferences (especially the LGA conference), roundtables and speaking events, and internal events, including the annual staff development event and monthly staff meetings, from start to post-event evaluation
- ensure the accurate and timely production of all conference and event materials, to agreed deadlines, liaising with print, digital and design agencies, working with colleagues to ensure content is appropriate, designed and approved
- organise venues and logistics for a range of Local Partnerships' events, as requested, including researching and securing relevant external speakers
- liaise with both internal and external suppliers, contractors and venue managers to ensure work is delivered to budget and deadline, including the creation of new suppliers and raising of purchase orders
- work with website developers and designers to make changes on the Local Partnerships website where necessary and ensure content is refreshed and revised regularly
- use digital platforms, including google analytics to produce a monthly report of our digital communications, track trends and propose improvements where necessary
- work closely with colleagues to ensure appropriate content generation and distribution processes on the website, e-newsletter and other communications media, including the set-up and running of webinars
- be responsible for the creation and dissemination of the e-newsletter, proactively planning the timing of mailings, helping to draft and edit, and ensuring we have relevant and timely content

- maintain the events calendar, liaising with colleagues to gather details of speaking opportunities, conferences and events, researching and proposing new ideas
- provide specialised administrative support to the Head of Marketing and Communications, helping to deliver the Local Partnerships' strategic marketing and communications strategy to ensure the smooth running of that function, including formatting documents and presentations, creating, updating and interrogating spreadsheets
- build and maintain key relationships with internal and external partners
- assist with development of bespoke training courses for internal staff
- manage stakeholder and contact lists for events, email updates and other communication activities, including the e-newsletter, and other databases as required
- manage the on-line filing system, photo-library and publications register as required
- Assist Board members and leadership team as required

Role requirements

- Excellent organisational skills, attention to detail and ability to multitask effectively
- Ability to manage own workload and priorities in order to meet deadlines and respond to changing priorities
- Ability and willingness to work flexibly, have the motivation to be a self-starter and work independently
- Well-developed communication skills, both verbal and written, the ability to communicate complex messages in a creative and engaging way
- Excellent professional IT skills across the Microsoft Office suite and digital platforms, including twitter and LinkedIn
- Confidence to manage proactively and delegate upwards when appropriate
- Excellent interpersonal skills, dealing courteously with both external stakeholders, clients and employees
- Ability to prioritise day-to-day and longer-term activities appropriately
- Ability to manage events from start to finish, including post-event evaluation
- Completer finisher
- Positive attitude to problem solving instead of problem identification alone
- Tact, discretion and ability to keep matters confidential
- Ability to act as an ambassador for the company, presenting and creating a professional impact with external and internal stakeholders
- Political sensitivity, with the ability to exercise discretion, judgment and confidentiality when dealing with politicians and officers at every level, and to demonstrate political neutrality at all times
- Committed to personal and professional development
- Cherishes diversity in the workforce

Qualifications

Degree level or equivalent (required)

Highly proficient across the full Microsoft suite (required)

Degree, Diploma, Certificate or other Marketing qualification (required). If no qualification, then demonstration of significant marketing experience

Experience of delivering video content is desirable

Post reports to:

Head of Marketing and Communications