

## **Communications Officer: Job description**

Managers in Partnership is the UK's union for health and care managers, with over 6,000 members working in the public services, private, voluntary and community sectors. We employ 13 staff, five in our national centre in London and eight across the UK. MiP is a partnership organisation. It is a section of the FDA and a national branch of UNISON.

**Job title:** Communications Officer

**Responsible to:** Chief Executive

**Hours:** 35 hours per week to be worked flexibly including designated core hours. You will be expected to work outside of normal working hours on occasions when necessary, but will be reimbursed for this.

**Salary:** £33,002- £41,773 depending on experience

**Pension:** Good quality defined-benefit pension scheme

**Location:** FDA headquarters near London Bridge, central London (hybrid working arrangements possible)

### **Your role and responsibilities**

- As Communications Officer, you will be involved in all MIP's areas of communications. This includes (but is not limited to):
  - writing, editing and updating our website and email communications;
  - press monitoring, engagement, liaison and timely responses, as well as production of press releases;
  - social media engagement and output;
  - working across the MiP team including the national Officers and reps to develop campaigns and communications strategies;
  - supporting the Head of Operations and the Organiser to raise the profile of MiP with members and potential members including management trainees
  - writing for our magazine
  - helping to produce campaign materials where needed; and
  - working closely with our partner unions FDA and UNISON
- You will be a fast learner with good grammar and proof-reading skills, who can quickly write succinct, engaging and accurate copy relevant to its audience.
- You will need to be adaptable and able to work to tight deadlines, with some occasional out of hours work.

- You will report to the Chief Executive, but you will be expected to use initiative and creativity within your own appointed projects.
- You will help to develop and update the MiP's communications across various platforms.
- You will assist in promoting awareness of MiP and its public profile, helping to publicise the union's policies and achievements amongst members, potential members and the media.
- You will work with MiP's Senior Management and the team to update them on relevant media coverage.