

Communications Support Officer (part time)

We are seeking to appoint a new Communications Support Officer to support the effective delivery of internal and external communications within IES. Working with the Head of Communications, this is an exciting opportunity to help make an impact on policy and practice through reporting, media management, social media and design.

The expectation is that this will be a part-time post (up to 28 hours per week) and we are happy to consider requests for flexible working.

The Institute

The Institute for Employment Studies (IES) is a leading independent centre for research and evidence-based consultancy. Based in Brighton, IES can provide you with an unparalleled opportunity to get involved at the forefront of evidence-based research, to help bring about sustainable improvements in employment policy and human resource management. We are a registered charity, with over 40 multidisciplinary staff, plus UK and international associates.

For more information on the work that we do and clients we work with, please visit <https://www.employment-studies.co.uk/>.

The role

This is a varied and interesting role, with an opportunity to work across different aspects of communications and digital marketing. The role requires expertise in communications and digital design, as well as excellent written and verbal communication skills and a keen eye for detail.

Main responsibilities include:

Digital marketing and communication

- Assisting the Head of Communications in uploading news, blogs, press releases, vacancies and other content to the website, following SEO best practice.
- Designing infographics, posters and data visualisations to support IES' report output, using Photoshop and other web-based design packages (primarily Canva and Piktochart).

- Assisting the Head of Communications in updating and maintaining social media channels, such as Twitter and LinkedIn, including regular communication with Project Managers to publicise project announcements and updates.
- Assisting with the production of regular round-up e-newsletters using Mailchimp and creating other updates as appropriate.

Publications

- Assist with the creation of brand-related publications, newsletters, marketing materials and event packs, working with internal stakeholders and external designers.

Internal communications

- Maintaining and updating the PHP-based Intranet with relevant company information including project wins, media citations, speaking engagements and links to published articles. In addition, and on occasion, the successful candidate will be required to add new content (company policies, HR information and project-specific information) to the company-wide Intranet. The Intranet is currently being migrated to SharePoint.
- Maintaining and updating the IES FileMaker contact database – adding and removing contacts, recording IES output (published blogs, reports and speaking engagements).

Press and media

- Responding to media enquiries and liaising between project leads and journalists.
- Recording press coverage in the contacts database
- Assisting the Head of Communications in press release distribution

Events

- Assisting the HR Network Events Manager and Head of Communications in marketing the regular HR Network events, annual conference and annual Directors' Retreat. Some on-site activity and event photography may be required.

Who are we looking for?

Essential skills, knowledge and experience of the successful applicant include:

- Data visualisation and design experience relating to the production of infographics/posters
- Experience of social media, digital marketing, and campaign-based projects.
- A high level of IT literacy, ideally including proficiency in a range of software covering some or all of:

- publication and word processing (MS Office suite/Adobe Acrobat)
- graphic design (Adobe Photoshop, Canva, Piktochart, Illustrator)
- website maintenance and development, including using content management systems and some basic knowledge of html/css/php and, ideally, javascript.
- Excellent interpersonal and written and verbal communications skills, including presentation skills.
- Strong organisational skills, flexibility, and the ability to manage competing priorities.
- Excellent attention to detail.
- A professional and proactive approach to their work.

Additionally, desirable (but not essential) skills, knowledge and experience of the successful applicant would include:

- Web marketing applications (such as Google Analytics, Search Console, and AdWords) and overall content management; and
- Knowledge of relational databases (eg FileMaker).
- Good working knowledge of web information architecture and web technology, including an understanding of SEO best practices and usability and accessibility guidelines.
- Experience of proofing, writing, editing and publishing for various formats, including both print and online environments.

What we offer you

The successful candidate will have the opportunity to work on a challenging, relevant and diverse range of projects; and the personal development opportunities that this provides, along with working closely with highly experienced and knowledgeable IES subject experts.

Salary: £24,700 - £29,800 (pro rata) depending on skills and experience

The starting salary will depend on the expertise and experience that the successful candidate brings to the job.

In addition, we offer:

- a salary supplement, depending on the Institute's financial performance;
- a contributory career-average defined-benefit pension scheme (USS), to which IES pays a monthly contribution of 21.1 per cent of basic salary and staff pay 9.6 per cent;
- 31 days' annual leave (pro rata) (includes four Christmas closure days), plus bank holidays;

- Flexible working pattern to help balance your work and life commitments

IES is based in Brighton. However most of our colleagues work in a hybrid way and we are happy to consider applications from elsewhere in the UK provided you can attend regular team events.

The Institute for Employment Studies is a registered charity (no. 258390). IES seeks to be an equal opportunities employer.

Our research and practice are guided by our values and our staff act in accordance with these. Our values centre on: respecting others, acting with integrity, collaboration, curiosity, excellence and compassion.

How to apply

Please submit a covering letter, demonstrating how your skills and experience meet the requirements in the job description and person specification, your salary expectations and a copy of your CV, along with a completed equal opportunities monitoring form.

You can download an equal opportunities form on the vacancy page of the IES website, found here: <http://www.employment-studies.co.uk/vacancies/>. Please return your full application to: careers@employment-studies.co.uk or post to Careers, IES, City Gate, 185 Dyke Road, Brighton BN3 1TL (Telephone: 01273 763456)

Closing date for applications:

The Institute for Employment Studies is actively seeking to improve the diversity of our workforce and welcomes applications from all under-represented communities and groups. We are particularly keen to attract ethnic minority candidates given their under-representation within applied social research. We are a Disability Confident Employer and are happy to make reasonable adjustments to accommodate the individual requirements of candidates with disabilities.

The Institute for Employment Studies encourages career development at all ages. Join us and work for an employer that values your experience. #AgeFriendlyEmployer

We are committed to supporting our staff at every stage of their career. That's why we have signed up to the Menopause Workplace Pledge. Find out more about this campaign from the charity [Wellbeing of Women](#).



We're an
**Age-friendly
Employer**

