

Assistant Communications Officer

Department:	Office of the Chief Executive	
Division:	Communications Directorate	
Reports to:	Head of Communications	
JE Ref:	OCE1015	
Grade:	CS08	JE Date: 30/05/2022

Job purpose

Working within the central Communications Directorate, you will support a departmental Head of Communications in the delivery of their department's external and internal communications strategies, supporting colleagues to understand and engage with their department, and promoting a clear understanding of how the department is working for Islanders.

Job specific outcomes

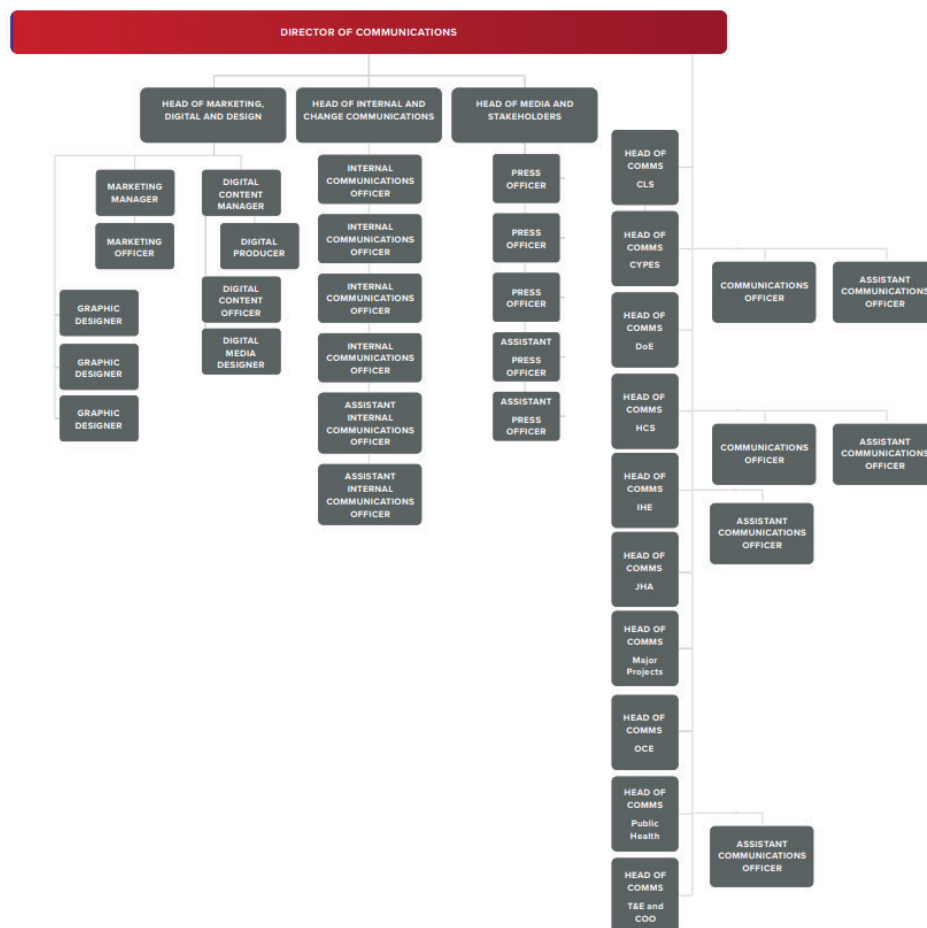
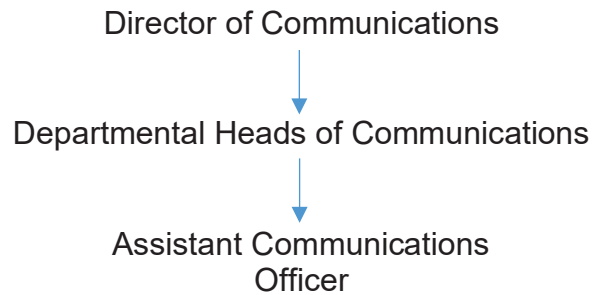
The Assistant Communications Officer will help to provide effective, accurate and often rapid communications advice and services to their designated department(s).

1. Draft and edit clear and accurate content for external and internal communications campaigns, under the direction of the Head of Communications, so that proactive communications enhance public and colleague understanding and engagement with the Government of Jersey.
2. Draft and edit content for internal and external communication channels, help to produce publications and organise events, and work with their department(s) to encourage colleague engagement.
3. Deliver a range of communications activities to communicate departmental activity:
 - a. draft copy for intranet and internal publications
 - b. work with colleagues in the corporate comms team
 - c. draft press notices and external materials
 - d. work with colleagues from the Press Office
 - e. work with Marketing colleagues to plan creative campaigns
4. Amend and edit communications products prepared by project teams or departmental colleagues.
5. Work off a communications grid and forward look, and co-ordinate daily internal and external communications scheduling through the central corporate communications function.

6. Deliver and communicate engagement surveys and resulting action plans.
7. Research material to be used in speeches for ministers and senior officials.
8. Where appropriate, act as a point of contact for internal and external communication enquiries.
9. Provide administrative support for the Head of Communications when approved by the Director of Communications.

Organisation chart

Insert an organisation chart showing this role and its line managers and reports (individual names must not be included only post titles)



Person Specification

Specific to the role

Knowledge skills and experience

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	A-level education (or equivalent) to demonstrate English language skills	Qualification in media or communications
Knowledge	Experience of delivering communications activities such as PR, marketing, media, communications planning	Ability to plan employee engagement events, briefings, training sessions, workshops and meetings
Technical / Work-based Skills	<p>Clear, concise, accurate and effective oral and written communications skills</p> <p>Good writing skills and able to develop strong relationships with stakeholders</p> <p>Comprehends highly complex material quickly and accurately.</p>	<p>Experience of helping to develop and deliver PR and marketing plans and strategies</p> <p>Experience of writing for online media and/or hard copy publications</p>
General Skills/Attributes	<p>An interest in Government</p> <p>Good IT skills with the ability to learn new systems and software</p> <p>Ability to work to tight deadlines</p> <p>Capable of managing multiple tasks and processes</p>	

Experience	Two years' experience of working in the communication profession AND/OR four years' experience of studying marketing, journalism, or communications	
Criteria relating to Safeguarding		

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.