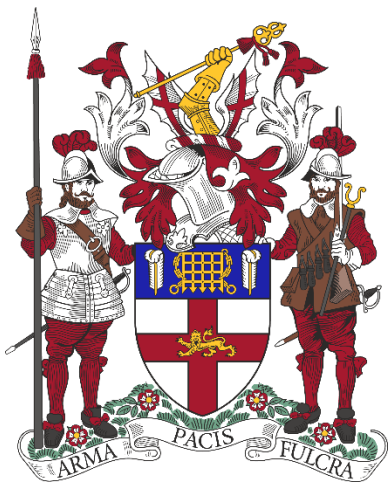


private & confidential

Role Description



Communications Officer

For further information please contact:

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Job Title: Communications Officer

Reporting to: Deputy Chief Executive

Salary: £28,000 - £36,000

Location: Armoury House, City Road, London

Website: www.hac.org.uk

The Organisation



The Honourable Artillery Company (HAC) was chartered by Henry VIII in 1537 for the “greater defence of the Realm”. It is a membership charity of 2500 members of whom 460 are part of the Active Unit (either in the Reserve Army Regiment of the same name, or in the City of London Police Special Constabulary); another 460 have served for two years in Regular or three years in Volunteer units of the Armed Services beyond the HAC; the rest are veterans of the Active Unit. Its civil side is governed in the same manner as a City livery company. The Company raises money from events, property, investments and members’ subscriptions and disburses it to the Reserve Army through the HAC Regiment; in support of the City of London Police Special Constabulary; in support of Army and Police cadets; in support of two veteran, chartered ceremonial groups - the Company of Pikemen & Musketeers and the Light Cavalry - and in maintenance of the estate.

The Executive team, led by a Chief Executive, is 22 strong and includes governance support, marketing, catering and events expertise, property, House and grounds maintenance, membership support, a finance element and the archives.

The Communications Officer will report to the Court and Membership Secretary (Deputy Chief Executive) and is one of a four-strong governance, membership and communications team. The incumbent's role will be to support the Court and Membership Secretary, enhancing the overall communication of the organisation as a charity and a membership based organisation. This will be enabled by running the Company website, by producing the Company's publications and by developing better communications with the membership. In addition, the post holder will be responsible for assisting the Court & Membership Secretary with the collation of material and undertaking projects for the Court's committees, and will manage the relationship with the Court's chosen charity partner.

Working in a small, energetic and busy team you will be able to make a significant and positive contribution from the start.

Skill Set & Characteristics

- **Strong IT skills:**
 - Experience of administering Content Management Systems essential.
 - Knowledge of Joomla CMS beneficial.
 - Adept user of Microsoft Office Suite programs.
- **Excellent written language skills.**
 - Confident editing text for publication to a highly educated audience.
- **Excellent interpersonal skills - tact, diplomacy and social skills.**
 - Ability to effectively communicate with all ages and backgrounds.
 - Embraces both traditional and modern modes of address.
- **Great attention to detail:**
 - Thorough and diligent in checking final copy and communications.
- **Adroitness in reacting to unforeseen circumstances and problem solving.**
- **Keen organisational and project management skills.**
- **Enjoys working as part of team.**
- **Entrepreneurial with ability to self-manage, create and develop plans and execute them with boundless energy and enthusiasm.**

Main Responsibilities

- **Website and Social Media**

New Website and Members' Database Project: Maintaining the relationship with the developers of the new Company Website and Members' Database, appraising and sharing updates, monitoring and reporting on the project's progress; creating content for review, and setting up and leading the staff team and Website Committee through material to be agreed, in accordance with the project's timeline.

- Administer the existing Company website, which may include:
 - First point of contact for all website matters.
 - Website maintenance (including its interactions with the new Membership Database when built).

- Administering registrations with reference to the Assistant Membership Secretary where necessary.
- Creating news articles and actively encouraging content creation by all elements within the Company.
- Uploading of stories and images adhering to the Company's Brand Guidelines.
- Keeping website records - calendars, Court members; Company Office staff; governance material; pricing, etc. - up to date.
- Utilising analytics to collate website usage data and monitor trends.
- Corresponding with HAC Clubs and Societies on website matters & content
- Problem solving technical issues.
- Manage the Company's social media.
- **Publications and Events**
 - Periodically collate, index, edit and take through to publication hard-copy newsletters (*Journal* ~180 pages & *Regimental Fire* ~12 pages) and the electronic *Newsletter*.
 - Produce timelines for publication processes in liaison with the Court & Membership Secretary.
 - Liaise with all parts of the Company to manage timely inputs.
 - Maintain deadlines and word limits and communicate them effectively.
 - Maintain strong, supportive relationships with volunteer editors, volunteer proofreaders, typesetter and printer.
 - Assistance with other publications as and when required.
 - Writing letters of condolence to next of kin following death of HAC members.
 - Occasional assistance with administration/running of Member events.
 - Produce Member Events Risk Assessments for review and sign-off by Events' team Operations Manager.
 - Act as photographer at major Company events (using Office camera).
- **Court & Committees**
 - Assist the Court & Membership Secretary with actions for and projects flowing from the Court and its committees. This may include the collation and preparation of material, project work, statistical analysis, conducting surveys and writing briefing documents.
- **Charitable Partnership**
 - Manages the relationship with the Court's chosen charity partner.
- **Additional Duties**
 - Assist Chief Executive and Court & Membership Secretary with additional tasks as required.
 - Assist other members of the Court & Membership team at stretch points in the year.

Benefits

Hours:	39 hour week + up to 8 evenings per year in addition to assist at functions, such as the Annual General Court.
Holiday:	25 days. Three must be saved for between Christmas and New Year. Five days may be carried over
Public holidays:	Public holidays in addition
Additional Package:	Free lunch on site Free gym membership Contributory Pension Scheme Death in Service Benefit
Travel Loan:	There is an entitlement to a season ticket loan repayable over 10 months.