**The Organisation:**

IPSE is the only membership organisation exclusively representing the self-employed. This organisation is fundamental for those who work for themselves. It’s lobbying work extends to the most senior levels of government and the organisation has achieved a high profile in the media.

**The Opportunity:**

IPSE is seeking a Senior Communications Adviser to join the team. This is a highly strategic and leading role, working with a range of senior stakeholders to deliver coverage and policy updates for members and the wider community. The key skill required is proactivity on media relations. IPSE is keen to secure and enhance further coverage. With a range of policy areas to be discussed nationwide, it’s a highly attractive position for an engaging media relations professional to lead on.

**Responsibilities:**

* Developing lines, identifying positive story opportunities, and preparing proactive statements, press releases and comment
* Liaising with the research and marketing team to gather appropriate case studies for stories
* Preparing, handling and delivering plans and briefings on high-profile and complex issues, often to short deadlines and under pressure
* Handling incoming media enquiries, drafting response lines and reactive news releases
* Curating and issuing the weekly newsletter
* Where necessary, creating and pitching op-ed pieces, authored to IPSE spokespeople, to relevant journalists, editors, magazines and digital outlets including online blogs
* Sub-editing, proof-reading and editing copy from across the business as required.
* Acting as a point of contact between the organisation and other stakeholders’ press teams, including government departments, other business organisations and IPSE’s commercial partners

**Experience Required:**

* Previous experience leading on media relations for an organization or within PR agencies
* Understanding IPSE’s function as a membership organization and how to communicate and represent members

To view the full job description, please click here. Please apply via the Ellwood Atfield website.