ellwood atfield

The communications and advocacy headhunter

private & confidential

Role Description

The Electoral Commission

Communications Officer (Media Relations)

For further information please contact:

Malaika Mkhosi
T. +44 (0)20 3824 9861
M. 07584751239
malaika@ellwoodatfield.com

Job Title:	**Communications Officer (Media Relations)**
Directorate:	**Communications and Research**
Team:	**External Communications**
Responsible to:	**Media Relations Manager**

Overall purpose of the post

To play a crucial part in delivering a positive, proactive and energetic media engagement function. To contribute to the delivery of communication projects, ensuring that we are communicating in a way that engages our audiences and exploring ways to be more innovative and effective. The post-holder will be required to have a wide range of skills, including written and verbal communication skills, planning, and prioritising.

Main responsibilities

- To lead, coordinate and deliver external communications activities to support organisational activity and goals. This includes:
- Drafting and proofing copy to a high standard for press releases, comment pieces, and media briefings
- Coordinating the publication of the Commission's political finance reports and monthly concluded investigation updates
- Implementing proactive and creative PR strategies that achieve tangible outcomes
- Responding to enquiries from journalists in an informative and timely manner
- Preparing briefings for media meetings and interviews
- Working in partnership with external organisations, including local authorities, charities, and civil society organisations, on joint media activity
- To build effective working relationships with internal stakeholders and to liaise with other teams across the Commission – including campaigns, research, electoral administration, and political finance regulation – to ensure accurate and timely contributions to work.
- To support the day-to-day administration of the team, including financial administration, maintaining planning tools, and media evaluation.
- To develop relationships with external suppliers, including identifying day-to-day issues, and escalating appropriately.
- To represent the Commission to external stakeholders when required.

Additional details

- The amount to which the job holder is required to work independently varies but in the main they are given ownership of a significant amount of their own workload, priorities and deadlines, and a degree of involvement in shaping the projects/functions they are supporting.

- Flexibility and responsiveness will be important features of the role, and over time, we would expect people in this post to be increasingly multi-skilled.
- The successful applicant will be expected to contribute specialist communication knowledge to wider projects, including input and advice to colleagues, including senior staff.
- The post holder will also be expected to identify problems and risks that may impact on the Commission's work, including gathering information to allow managers to make decisions on the best course of action.
- The post holder will be required to act as the 'on call' duty press officer for the Commission's out of hours reactive service for journalists on a regular basis.
- The post holder may occasionally be required to respond to enquiries from members of the public in an informative and timely manner.

Person specification

Category	**Requirement**	**Essential or Desirable**
Experience	Previous or present experience of working in a public affairs or communications role (in-house or agency)	E
	Experience of responding to journalist enquiries and writing copy for media consumption	E
	Experience of writing for senior stakeholders	E
	Experience of briefing a journalist on organisational priorities	D
	Experience of liaising with external stakeholders and / or suppliers	D
Knowledge and skills	Excellent written and verbal communication skills	E
	Excellent interpersonal skills	E
	Ability to research, analyse and summarise complex material	E
	Strong interpersonal and relationship management skills	E
	Strong knowledge of political systems and structures in the UK	D
Personal qualities	Interest in politics and commitment to increasing knowledge and participation	E E

	Excellent attention to detail, thorough and methodical	
	Good time management	E
	Flexible when it comes to taking on new projects and a desire to learn new communication disciplines	E