

Job Title: Communications and Administrative Officer

Hours: 40 hours per week, flexible working including evenings and weekends

Salary: £35,000 - £45,000 dependent on experience

Location: Home based (Leicester)

Duration: 3-6 months (with potential to extend).

CONTRACT POSITION

Description:

This is an exciting opportunity to work at the heart of a political campaign for an Independent Parliamentary candidate in Leicester. We are looking for a highly skilled and talented Communications and Administrative Officer to join our dynamic team.

Responsibilities include but are not limited to:

- Develop long-term and reactive communications strategies
- Design and develop engaging, targeted content and messages across a range of channels including social media, website and newsletters
- Oversee the monitoring and updating of online platforms including the website and social media
- Prepare press releases, media kits, and other communication materials
- Cultivate and nurture relationships with media contacts, actively pursuing opportunities for media coverage
- Provide guidance and support to internal teams to maintain consistent messaging and brand representation
- Monitor and analyse audience engagement metrics, offering insights and recommendations for improvement
- Assist with general office support and administration including scheduling meetings, managing correspondence, maintaining office supplies, arranging travel etc.
- Support the team with event planning and coordination

Essential skills and experience:

- Excellent written and verbal communication skills
- An ability to build relationships with a range of stakeholders
- Proven experience in developing and implementing communication strategies
- Excellent organisational and project management skills
- Strong research skills
- Knowledge of social media landscape and proficiency in using social media platforms
- Experience working in a fast-paced environment and ability to work under pressure, to tight deadlines and to adapt to rapidly evolving political situations
- Ability to self-motivate and work to deadlines as part of a small team
- The ability to maintain complete discretion and confidentiality
- Enthusiastic and willing to learn about the constituency

Desirable skills and experience:

- Interest in politics and an awareness of UK political issues
- Bachelor's degree
- Experience using social media management tools and video or picture editing software (e.g. Canva)

Benefits:

- Competitive salary
- Professional development opportunities

