

Job title:	Media & Communications Officer
Department/Division	Press & PR
Responsible to:	Media & Communications Manager
Responsible for:	N/A
Main purpose of job:	
To support the Head of Media & Communications in the delivery of GBCC media and communications activity; helping to raise the profile of the GBCC and its members by generating material for the organisation's digital and print communications outlets, as well as facilitating opportunities in the external media.	
Key result areas:	
The main duties and responsibilities of the role are: - Supporting the Head of Media & Communications in the delivery of the GBCC's news, media and public relations activity - Working with heads of department, members, colleagues and stakeholders to generate news and feature opportunities for the GBCC and its members - Responsibility for contributing to the production of the GBCC's daily news bulletin and divisional newsletters - Generating material for the GBCC's Chamberlink magazine - Attending and reporting on key GBCC events for print and digital media channels - Contribute to wider team initiatives in relation to increasing newsletter subscribers, podcast listeners and social media followers - Working with the Marketing team as part of a social media working group to craft social media initiatives and campaigns to grow the reach of the GBCC's channels - Producing digital resources such as podcasts to amplify the voice of the GBCC and its members - Gathering, editing and publishing news items about members of the Chamber team to support the organisation's internal communications strategy - Deputising for the Head of Media & Communications when required at meetings, events and external media engagements	
Other:	
Health and Safety To comply with the Health and Safety at Work etc. Act 1974 and to take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions. Equality and Diversity	

To always carry out their responsibilities in line with Equal Opportunities Policy and Procedure.

Confidentiality

To maintain confidentiality of information relating to clients, staff, and other users of the services in accordance with the Data Protection Act 2018 and GDPR regulations including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/ or prosecution.

General

This job description is not intended to be exhaustive. You may be required to perform any other duties as the organisation may require. You undertake to work to the best of your ability and use your best endeavours to promote, develop and extend the employer's organisation and interests.

Conditions

All offers of employment are conditional on you demonstrating your eligibility to work in the UK. Offers are also conditional on receipt of a minimum of two satisfactory references, covering at least the last three years on employment, with any gaps in employment history being explained satisfactorily. Whether references are deemed satisfactory is at the discretion of the organisation.

Knowledge, skills & experience (person specification)

Requirement	Essential	Desirable
Education	- Educated to degree or equivalent (preferably in journalism or PR)	-
Knowledge required	-	-
Experience required	- Work experience or placement with a news outlet, PR agency or press office	
Skills and aptitude required	- Exceptional writing and editing skills - Strong understanding and knowledge of traditional and new media - Ability to work under pressure and to deadlines - Be prepared to work outside of normal office hours - Proficient IT skills - The ability to develop and maintain effective working relationships with a variety of contacts	
Personal qualities	-	
Practical circumstances	- Full UK driving licence	-

Please note that all applicants must have the right to work in the UK. A full UK driving license is essential.

Declaration:

Completed by:

Manager name:	Dan Harrison		
Signature:		Date:	24/02/2025

Staff member name:			
Signature:		Date:	