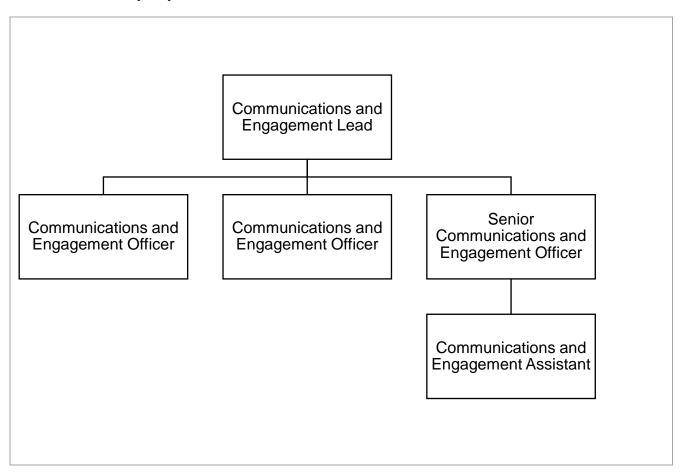


Job Title	Communications and Engagement Assistant – 3 month fixed term					
Post Reference		Temporary/Permanent Tempo		Temporary		
Grade	Grade 3		Hours	37		
Reports to	Senior Communication	Senior Communications and Engagement Officer				
Line Management responsibilities (Direct and Indirect)	None					
Directorate/ Department	Corporate Services					
Location	Headquarters					
Politically restricted	Yes ⊠	No □				
Level of DBS Check Required	Standard ■	⊠ Standard				
Required	□ Enhanced					
	☐ Enhanced (with barred Child)					
	☐ Enhanced (with barred Adult)					
Main Purpose of the Jo	b					
As part of the Communications effective communications Authority's strategic com	s and engagement serv					
Working with stakeholde reflects contemporary be		e organisati	on to deliver a s	ervice which		
Organisational Structu	·e					





Key Responsibilities and Deliverables:

- Liaise with the media dealing with queries and supporting requests for data, pictures and information in a timely manner.
- Support or lead on assigned communications and engagement portfolio working collaboratively with other team members and colleagues from across the organisation to plan, deliver and evaluate effective internal and external communications and engagement initiatives, which support the corporate vision and objectives.
- Support the RBFRS' social media presence, including the sourcing and frequent updating of content, monitoring of activity, evaluating impact and dealing with any customer enquiries.
- Support with photography and videography.
- Monitor incidents and draft media statements.
- Produce content for the Spark and The Shout.
- Support the planning and content management of the RBFRS website and intranet.
- Editing, updating and quality assuring content, photo editing and liaising with managers/teams to ensure content is updated.
- Undertake and analyse research.
- Support and promote RBFRS' brand management across all channels both internally and externally.
- Event planning support.
- Provide assistance to colleagues/the public regarding general queries.
- Identify opportunities to engage in new ways of working and adopt best practice in the management of communications and engagement.
- Undertake other duties within the Corporate Services Directorate as required.



Person Specification

Qualifications and training	On recruitment	After Training
Degree or professional qualification (communications, journalism, English or marketing related field preferred.)		

Knowledge skille and synariones	On	After
Knowledge, skills and experience	recruitment	Training
High standard of verbal and written communication skills.	X	
High level of interpersonal skills.	Х	
Ability to prioritise and manage workloads.	X	
Methodical approach and ability to accurately undertake detailed work.	X	
Strong IT skills (MS Office suite, other multimedia packages.	X	
Ability to remain calm under pressure.	X	
Effectively working to deadlines and with competing priorities.	X	
Content Management System skills.		Х
Adobe creative suite skills or equivalent.		Х
Knowledge of communications and engagement theory and practice.		Х
Knowledge of relevant policies and procedures relating to data protection and confidentiality.		X
A desire to work in a communications/PR/ journalism/ internal communications role.	X	
An understanding of media relations and digital media.	Х	
Experience of working with social media and web- based communication channels for business use.	X	
Ability to manage and deliver against competing priorities.	Х	
Confident disposition.	X	
Discretion and confidentiality.	X	
Ability to work flexibly to ensure adequate coverage in times of emergency.	X	



Other Requirements

Ability to travel to other locations within the county of Berkshire

Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

Profile prepared by:	Mark Antell, Senior Communications and Engagement Officer			
Approved by:	Paul Bremble, Head of Corporate Services			
Profile Effective from:	July 2024	Last reviewed:		
Post holder name:		Signature:		



Detail	
Date:	