

Communications Officer

Two-year fixed term contract – With the possibility of extension or permanency

The Parliamentary Digital Service is a new department responsible for developing and delivering excellent digital services for a modern Parliament and enabling people to use technology to access Parliament in new and meaningful ways. We are also responsible for developing and implementing the first digital strategy for Parliament and managing the parliamentary digital platforms, including the website and social media channels.

This is an exciting time to join us. We are building a new Parliamentary Digital Service (PDS) to make sure we are structured in the right way to be able to deliver an exciting and challenging work programme for our colleagues in Parliament, Members and the wider public. This includes setting up a small two-person communications team to make sure that colleagues understand what we are doing and how we are changing.

You will be working closely with the Head of Communications to:

- Deliver the Parliamentary Digital Service communications strategy and plans.
- Develop and deliver communications plans to support projects.
- Produce high quality content for colleagues across a range of channels which might include newsletters, slide packs, video, events, marketing materials.
- Create and maintain intranet and Sharepoint pages for Digital Service staff and customers.
- Provide general help and support to the Head of Communications as requested.
- Build and maintain excellent relationships with stakeholders and colleagues; using insight and customer research to inform activity.

The successful candidate should have the following skills:

- Demonstrates good planning and organisational skills to prioritise to meet deadlines and cope with fluctuations in workload.
- Experience in a communications role producing content across a range of channels, including digital.
- Ability to bring to life complex ideas through engaging and creative communication.
- Ability to work as part of a small team, picking up tasks at a range of levels as required.
- Understands the needs of the customer how to use customer research to create communications plans.
- Ability to use evaluation to plan, improve and measure the success of communications activity.

How to apply

PLEASE ENSURE THAT YOU SUBMIT A CV AND A COVERING LETTER. Your covering letter should demonstrate broadly how you meet the criteria in the job description for the job and must specifically address the 6 areas listed above. Your CV will not be considered if a covering letter is not attached.

We offer a comprehensive benefits package including:

- Excellent learning and development opportunities
- Generous annual leave
- Contributory pension scheme
- Childcare voucher scheme, on site nursery
- Season ticket/bicycle loans
- In house gym