



# Communications Officer (part-time)

Candidate Information Pack



TRINITY  
COLLEGE  
CAMBRIDGE



# Letter from the Director of Communications

The Trinity College Communications Office is growing, and we are looking for talented, dynamic, and engaging individuals to join our team. We hope to welcome both a Communications Officer and a Digital Communications Manager, who can help us expand our reach and build our community.

Trinity College was founded by Henry VIII in 1546 and since then, it has flourished, with over 700 undergraduates, 350 graduate students, 180+ Fellows, and around 350 non-academic staff now calling it home.

The College provides an inspiring setting in which to grow as individuals; the Communications Office offers a supportive and professional work environment, with opportunities to hone your skills and use your creativity.

If you have any questions about the positions, feel free to get in touch with us at [communications@trin.cam.ac.uk](mailto:communications@trin.cam.ac.uk).

We are very excited to expand our team, and I look forward to receiving your application.

Sincerely,

Rebecca Peruzzotti Jametti



Photo: Mousumi Shyam

## Role

The Communications Officer's primary focus will be on internal communications, with a remit to reach key audiences at the College, including students, staff and Fellows.

The postholder will also create content aimed at prospective students, in liaison with the Admissions Office and Outreach Team, particularly those under-represented at Trinity. The content will be shared across various channels, including the College website and social media, in close collaboration with and overseen by the Digital Communications Manager.

The Communications Officer will work collaboratively in the above endeavours as a key member of the Communications Office team.

# Key Responsibilities

- Forge effective relationships and collaborate closely with key stakeholders, including those below, in order to identify and create engaging content for target audiences and publish it on agreed channels, in liaison with the Digital Communications Manager.
  - Trinity students generally and representatives of Trinity student unions and societies in particular
  - Heads of Department across the College and staff generally
  - Senior College Officers in key departments with whom you will work, such as Tutorial, Admissions and Outreach
- Identify stories, interview those concerned and create content (including articles, social media posts, short video, newsletter items and posters etc) for the various College channels appropriate for each audience. Channels include but are not limited to the College website, social media platforms (currently Instagram, Twitter/X and Facebook), newsletters, screens around campus and intranet etc.
- Use Canva and smartphone film and editing tools to create engaging content for target audiences, and schedule that content for publication (on the website, intranet and Hootsuite) in collaboration with the Digital Communications Manager.
- Work with the Admissions Office to devise and create content aimed at prospective students, in particular from those groups identified by the College as under-represented at Trinity. Create a plan for this content with the Digital Communications Manager.
- Research, write and publish weekly news, in forms including newsletters and on the intranet for internal audiences to ensure that the College community is well-informed of events, opportunities and news at Trinity.
- Supervise external film crews/photographers, keeping a log of visits and reporting these to the Digital Communications Manager.
- Help coordinate a high volume of internal and external enquiries.
- Provide support as required to the Director of Communications and Head of Communications, in the event of a major story or event.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.



## Knowledge & experience

- Demonstrable track record in news gathering and content creation for an array of digital channels
- Excellent English language written communication skills
- Excellent oral communication and interpersonal skills
- Experience of adapting your writing style for different channels and audiences
- Ability to manage a busy workload, prioritise to meet deadlines and adapt when priorities change
- Excellent organisational skills, accuracy and attention to detail
- Experience building and managing relationships with key stakeholders
- Professional experience creating and scheduling content for social media platforms
- Strong ability to take and edit photographs and film, using software such as Canva
- Experience using content management systems
- Knowledge of the higher education sector and willingness to learn about the collegiate University of Cambridge
- Experienced user of standard office software packages (eg Microsoft Office)

## Personal attributes & skills

- Friendly, enthusiastic and efficient
- Creative and interested in continuous professional development
- Able to plan workload and flexible when unexpected events occur or priorities change
- Capable of working independently and in collaboration with others
- Discreet and tactful, particularly regarding sensitive or confidential information
- Aware of cultural, religious and gender identities, and sensitive to the importance of language in this regard

## Qualifications

Educated to degree level, equivalent professional qualification or work experience.

## Person Specification





- Rate of pay: £28,000 per annum (FTE £35,000 p.a.)
- Hours: 29 hours per week (.8 FTE, full-time is 36.25 hours)
- Location: The role is based in College
- Holiday: 25 days of leave (plus bank holidays), pro-rata for part-time working
- Probationary period: 6 months
- Meals: Free lunch is provided for staff whose duties cover this period when working in College
- Pension scheme: A pension scheme will be available after three months' service. All staff become members unless they opt out
- Private health care: Membership of a health care and dental care scheme are available. Staff can join the schemes after successful completion of their probationary period, subject to eligibility
- Cycle to work scheme: Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months; maximum limits apply
- Gym: Membership of the College gym is available for a modest fee
- Sports and Social Club: Access to events and outings
- Childcare: Access to a workplace nursery, subject to places being available
- College punts: Use of College punts at a subsidised rate

## Employment Details



## Application Process and Contact Info

Application forms available at  
[www.trin.cam.ac.uk/vacancies](http://www.trin.cam.ac.uk/vacancies)

Completed application forms should be returned to  
[jobvacancies@trin.cam.ac.uk](mailto:jobvacancies@trin.cam.ac.uk)

Closing date: Monday, 5 January 2026 at midday  
(shortlisting will follow)

Interviews: Friday, 16 January 2026/Monday, 19 January 2026

References will be requested in the event of a job offer

If you have any queries, please contact the HR team at  
Trinity: [jobvacancies@trin.cam.ac.uk](mailto:jobvacancies@trin.cam.ac.uk)