

## **JOB DESCRIPTION**

**Job Title:** Temporary Communications Officer (Student Affairs)

**Department:** Tutorial

**Reports to:** Director of Tutorial and Academic Services

### **Purpose of role:**

To provide a comprehensive internal communications service that delivers both routine information as well as the College's key strategic messages to current students, prospective students and offer-holders using a range of platforms including, social media, email newsletters, digital signage, websites as well as printed publications.

This Communications Officer reports to the Director of Tutorial and Academic Services, works closely with the Senior Tutor, the Director of Admissions and their team, and liaises with the College Communication Officer.

### **Key accountabilities:**

- To enhance communication from the Senior Tutor's Office to current students about prizes, awards, student projects, academic achievements, and internal campaigns (e.g. promoting Equality & Diversity) in a timely and engaging way
- To work with administrators to review and streamline our existing communications relating to academic and administrative matters to current, incoming and prospective students.
- Review and coordinate content on the Outreach Hub (prospective students), the Student Hub (current students), and the Freshers' Hub (new students) to ensure a consistent look and feel while ensuring that each target group's needs are met
- Prepare and help organise content on the College's digital screens to share information and help deliver key messages
- Working with the Admissions team, issue regular and high-quality e-newsletters to schools (keeping Trinity in the minds of schools), to those who could not get a place on open days (but who might apply), and to offer-holders (to improve retention)
- Prepare a new College prospectus in 2022 and have oversight over the 'unofficial guide' for prospective students
- Improve engagement of current students with the Admissions Office through social media and recruiting 'student ambassadors'
- Work with partner/external organisations as appropriate e.g. Unibuddy which connects student ambassadors with prospective students but offers other functionality that might benefit the College

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.

## PERSON SPECIFICATION

### Experience

- Prior experience in similar contexts, such as internal communications
- Knowledge and experience of building audiences using student social media channels
- Understanding of GDPR

### Skills and Personal Attributes

- Excellent drafting skills
- Excellent copy-editing and proof-reading skills
- Willingness to work on minutiae and routine administrative messages
- Ability to work with standard website software such as WordPress
- Ability to work in a team
- Ability to show initiative and prioritise
- Ability to generate user-friendly copy from complex, difficult material without losing nuance or accuracy
- Ability to work flexibly and willingness to work additional time in peak periods
- Enthusiasm for the work being done by the Senior Tutor's Office and by the Admissions and Outreach Team

### Qualifications

- Degree or equivalent professional experience (e.g. NCTJ Diploma)

## EMPLOYMENT DETAILS

This role is a temporary position for 12 months with a possible extension

<b>Rate of pay:</b>	£14,027 pa for 18 hours per week (£28,248 pa FTE)
<b>Hours of work</b>	18 hours per week
<b>Holiday:</b>	25 working days plus 8 public holidays, pro-rata for part-time
<b>Meals:</b>	Free lunch provided for staff who are on site and whose duties cover this period.
<b>Probation period:</b>	6 months
<b>Pension scheme:</b>	<p>A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.</p> <p>5% staff contribution and 10% College contribution. Contributions can increase up to 8% with 16% College contribution.</p>
<b>Private Health Care:</b>	The College provides private health and dental insurance for self and family. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
<b>Gym:</b>	Membership of the College gym is available for a modest fee.
<b>Sports &amp; Social Club:</b>	The Trinity College Staff Sports and Social Club, run by a committee of staff, offers regular outings to places of interest, and organises functions including a Christmas event.
<b>Cycle to work Scheme:</b>	A 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, up to a maximum value of £2,000.
<b>Employee Assistance Programme:</b>	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7.
<b>Childcare:</b>	Access to a workplace nursery, subject to places being available.