



JOB DESCRIPTION

FORCES FAMILIES JOBS COMMUNICATIONS LEAD (FIXED-TERM CONTRACT)

Job details

Location:	AFF Central Office (Andover)
Reporting to:	Communications and Marketing Officer
Hours:	20 hours per week (to be worked flexibly between the core hours of 09:00-17:00)
Salary:	£23,359 annual FTE, £12,458 pro rata annual based on £11.98 per hr
Terms:	This position is a fixed term contract until 31 st December 2019.

Job purpose

The Forces Families Jobs (FFJ) Communications Lead is an exciting and busy role in a new team. Responsibility for planning, monitoring and, where appropriate, delivering the communications for the FFJ project. Ensuring that FFJ's communications activities are delivered in a well-planned, cost effective, high quality and timely manner, the role will build excellent internal and external relationships and is key to the successful promotion and launch of the FFJ initiative.

Job responsibilities

Responsibilities of the post include:

- Being the focal point for all aspects of FFJ communications, both internal and external.

- Planning and delivery of FFJ communications plan.
- Creation and management of FFJ social media content in line with the communications plan.
- Coordinating the production and maintenance of FFJ marketing stock in collaboration with the FFJ Administrator. This includes promotional collateral, such as banners, pens and postcards.
- Gathering content for the FFJ website and social media. This includes writing and producing articles as well as following up on internal and external events involving FFJ making sure they are recorded for wider dissemination, both online and print where required.
- Responsibility for booking and organising the FFJ Events with particular focus on the launch events.
- Liaising with Navy and RAF Families Federations communications representatives.
- Building internal and external relationships (e.g. with stakeholders, families, and press), by attending and participating in FFJ meetings, training and events and providing external publicity where requested by the Communications and Marketing Officer or the Chief Exec.
- Work with FFJ and AFF Comms team to ensure that FFJ's communication activities comply with legislation including GDPR.
- Any other duties appropriate to the post, as required by the needs of the organisation from time to time.

Self-development, team-working and conduct

All staff members should:

- Undertake appropriate personal development to maintain and develop skills and knowledge as required by the role.
- Monitor and maintain a safe working environment and working practices, at all times, and report any health and safety issues or risks to the AFF H&S point of contact.
- Work as a positive team member, in accordance with AFF's Equal Opportunities and Dignity at Work policy and procedures.
- Behave in a professional manner at all times, reflecting and maintaining AFF's Core Values, and generating a positive image of AFF to all stakeholders.
- Adhere to all AFF policies and procedures to ensure these are maintained at all times.

Knowledge, skills and experience needed for the job

- All applicants must be eligible to work in the UK.

ESSENTIAL	
Excellent communicator both written and verbal	
Experience and knowledge of integrated communications campaigns	
Ability to plan and manage a variety of communications activities and platforms	
Experience of planning and delivery of events and/or product launch	
Proven track record working with social media, in-particular Facebook, Twitter, LinkedIn and Instagram	
Proven ability to produce work with a high degree of accuracy and attention to detail	
Experience of working effectively in an office-based/team environment (effective team player)	
Experience of working with film production companies	
Self-motivated; capacity to prioritise and manage workload	
Ability to plan and manage a variety of communications activities and platforms	
Ability to cope under pressure and work to tight deadlines	
Excellent working knowledge and experience of using Microsoft Office, in particular Word, Excel, Access and Outlook and Adobe applications	
DESIRABLE	
Experience in photography	
Knowledge of GDPR compliance and Charity Commission good practice	
Understanding and current knowledge of Army life and its impact on families	
An understanding of the impact of military and Government policies on Army families	

What we do for you - As part of the AFF team you will be eligible for our benefits from day one.

Annual Leave	Work-Life balance is important and we give all staff 30 days' holiday a year for full time staff (calculated pro-rata and according to the hours that you work), plus public and bank holidays.
Birthday day off	In addition to your annual leave allowance we also give you an extra day off to celebrate your birthday.
Time off in Lieu	We don't pay overtime, but we do operate a Time Off in Lieu (TOIL) policy.
Pension Scheme	AFF has a workplace pension scheme with NEST, which any staff member can sign up to (staff earning more than £10,000 per annum must be automatically enrolled into the workplace pension scheme). AFF will make contributions in line with the current Qualifying Earnings thresholds

Employee Assistance Programme (EAP)

The EAP provides confidential and independent advice and support on many of life's challenges including mental, physical and emotional health issues and financial difficulties.

Job context and other relevant information

- References will be taken up on appointment.
- The successful applicant must be prepared to travel to meetings as required, including the attendance to staff training events, usually held in Andover or London, and involving overnight stays. Staff are able to claim up to a maximum of 6 hours travel time each way for these events. Any other time spent travelling would be the staff member's own. All time spent in the training sessions will be claimed as working hours.
- Expenses incurred in the course of fulfilling the duties of the post will be paid in accordance with AFFs Expense Policy

Army Families Federation is a charitable incorporated organisation registered in England and Wales with registered charity number 1176393 and a charity registered in Scotland with registered charity number SC048282 having its principal office at IDL 414, Floor 1, Zone 6, Ramillies Building, Marlborough Lines, Monxton Road, Andover SP11 8HJ