

Job Description

Job title	Head of Communications
Department	Communications
Reports to (Position Title)	The Master (but also working closely with the Senior Bursar)

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role

The principle duties of the post holder will be to work on both external and internal communications and promote the College as a place to study, research, teach and work. The role involves sourcing and writing compelling and original news stories for the College's website and intranet and ensuring both sites are accurate and up to date, as well as managing and developing Caius' social media channels. The Head of Communications will also promote the College and manage its interests through external media and deal with media enquiries including the student press.

Within the college, the post works closely with the Tutor for Admissions and Outreach to provide support for communications and events aimed at potential applicants and others, and with the Development Office to promote the College to alumni.

Background information

Based at	Trinity Street, Cambridge CB2 1TA
Hours of work	Full-time this is a 37.5 hour, 5 out of 7 day role but a part-time role may be considered. However the ability and willingness to adopt a flexible approach to working hours is expected and you will be required to work hours outside the normal working week or additional hours in order to meet the requirements of the role and the needs of the College. Appropriate time off in lieu arrangements will be made to cover extended working days.
Contract type	Permanent – Full time (Part time by agreement)
Qualifications	Degree level or equivalent
Key Skills	<ul style="list-style-type: none"> • Excellent written skills and experience of web and digital communications. • Experience in the use of video would be an advantage. • MS Office experience and competency in web editing. • Strong attention to detail • Excellent interpersonal skills • Excellent IT skills
Work experience	Previous and varied communications experience
Budget responsibilities	None

Main duties and Responsibilities
<ul style="list-style-type: none"> To deliver the College's communications strategy and propose revisions to it as requirements develop To attend the College's Communications Committee
<ul style="list-style-type: none"> Maintain and boost further the profile and reputation of the College through a variety of media
<ul style="list-style-type: none"> Promote a sense of community within the College through the sharing of information and stories in a clear and attractive way, reflecting the various constituencies within the college: the academic fellowship, the undergraduate and graduate student bodies and the staff
<ul style="list-style-type: none"> Manage the content of the College website and intranet on a day-to-day basis
<ul style="list-style-type: none"> Prepare regular news features for the College website
<ul style="list-style-type: none"> Manage the College's social media presence in collaboration with the Senior Development Officer, taking account of audiences and appropriate "voice"
<ul style="list-style-type: none"> Work with the Development Office to continue to develop effective and imaginative ways to improve all forms of internal and external communication with alumni and other supporters of the college
<ul style="list-style-type: none"> To provide assistance to the Conference Office to support their work in generating income to support the academic objects of the college
<ul style="list-style-type: none"> Manage the input of the college's external web developers where required to ensure that the website is developed where necessary and maintained to a high and secure standard
<ul style="list-style-type: none"> Assist in other duties and new projects that are compatible with the role of Head of Communications.

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements	Yes	No
DBS check		X
Lone working		X
Manual handling		X
Working at height		X
Uniform Required		X
Other (please specify)		X
Training requirements		
Fire safety	X	
Health & Safety	X	
Data Protection	X	
Equality & Diversity	X	
The Prevent Duty	X	
Understanding Unconscious Bias	X	
Cyber security	X	
Dignity at work	X	
Anti-bribery and corruption	X	
Other (please specify)		



Team Responsibilities

- Participate in Collegiate meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to support the departments by working well and showing consideration for others

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.

Person Specification

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Department	Communications
Reports to (Position Title)	The Master

	Criteria	Essential /Desirable	Assessment method A - Application form I - Interview T - Test
Qualifications and Training	<ul style="list-style-type: none"> Degree level or Equivalent 	D	A
Knowledge, Skills & Proven abilities	<ul style="list-style-type: none"> Excellent written skills 	E	A, I, T
	<ul style="list-style-type: none"> experience of web and digital communications 	E	A, I, T
	<ul style="list-style-type: none"> Experience in the use of video would be an advantage 	D	A, I
	<ul style="list-style-type: none"> MS Office experience and competency in web editing 	E	A, I
	<ul style="list-style-type: none"> Strong attention to detail 	E	I, T
	<ul style="list-style-type: none"> Excellent listening, communication (verbal and written), interpersonal and presentation skills 	E	I, T
	<ul style="list-style-type: none"> High level of literacy, with the ability to produce accurate and compelling content for a range of audiences 	E	A, I, T
	<ul style="list-style-type: none"> Ability to negotiate and interact with a wide variety of people, including frequent contact with Master, Senior Tutor, Senior Bursar and Development Director when necessary 	E	I
Behaviours	<ul style="list-style-type: none"> Excellent IT skills. The post involves use of the Drupal CMS, Microsoft Office suite, Resource Space, Photoshop. (Training will be provided if necessary) 	D	A, T
	<ul style="list-style-type: none"> Able to work well both alongside others as part of a team, and to take the initiative without supervision 	E	I
	<ul style="list-style-type: none"> Excellent interpersonal skills, and the ability to work together with students, Fellows and staff 	E	I, T
	<ul style="list-style-type: none"> A commitment to the aims of higher education generally and the aims of the College and the University of Cambridge 	D	I

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