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| Job Title: Communications Officer  |
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| Location: | London SW1P |
| Level | Undergrad or graduate  | Position Type: | Internship: Hours Flexible  |
| Date Posted  | 25/7/16 |
| Application: Updated CV and supporting covering letter |
| E-mail:anna@highground-uk.orgSubject Line: Application: Communications Officer | Mail:HighGroundRHQ, The London Scottish Regiment95 Horseferry RoadLondon, SW1P 2DX |
| Job Description |
| HighGround is a national charity supporting Service Leavers, Veterans and Reservists transition into the land-based sector. We are seeking a motivated and enthusiastic individual to join our small team and work towards the aims and objectives of HighGround’s communications strategy. We have not previously recruited a communications officer and so this role will be suitable for someone who has the knowledge, skills and confidence to pick it up and start from scratch. This role will make a huge difference to HighGround and you will be given responsibility and the opportunity to develop your skills in the charitable sector. The successful applicant will be confident in a range of communications disciplines and will be involved in brand management using social media (Facebook, LinkedIn, Twitter), website communications and will help produce HighGround documents including posters & applications forms. You will have good attention to detail, able to plan and organise workload and be passionate about supporting the military cohort. You will also be someone who can hit the ground running and work as part of a close-knit team where every day is different and you have to react to your environment. You will work closely with the Development Director to deliver all communications at the charity. You will be a team player who is also comfortable working on your own and with a variety of different stakeholders. We offer a warm and friendly working environment with the opportunity to experience all elements of communications disciplines.  |
| Role and Responsibilities* Acting as branding lead for HighGround
* Potential to manage fundraising campaign
* Managing HighGround social media strategy
* Updating HighGround website using WordPress (no experience required, we can teach you)
* Write up HighGround good news stories
* Manage monthly newsletters to go out to HighGround partners and supporters
* Planning PR campaigns and strategies monitoring the public and media's opinion of HighGround
* Writing and editing leaflets, posters and other HighGround documentation
* Arranging and representing the company at events like press launches, exhibitions and open days
* Developing good working relationships with the media and arranging HighGround advertising within media forums

Qualifications and Education RequirementsOpportunity suitable for undergraduate or graduate. Desired subjects include Journalism, Marketing and Communications, Media Studies, Business Management or English. Would also suit a War Studies graduate. Additional Skills* Excellent communication, interpersonal and writing skills
* Excellent understanding of WordPress, MS Access, PowerPoint and Excel
* Drive, competence, flexibility and a willingness to learn
* Excellent organisational and time management skills with the ability to multitask
* Ability to cope with pressure
* Creativity, imagination and initiative
* Good teamwork, analytical and problem-solving skills
* Business awareness and a good knowledge of current affairs
* Empathy toward the Armed Forces and passion for supporting them
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