



## **Design South East**

### **Now hiring: Communications Officer**

We are hiring a part-time communications officer/associate. This is a new position developed to improve the effectiveness and consistency of our communications with our wide range of stakeholders and audiences. It is a challenging role with an interesting, worthwhile and fast-growing organisation. Please see the job description and person specification below.

### **Who are we?**

We are an independent charity dedicated to improving the quality of design in the built environment. We have a small staff team of design professionals and project managers. We work in a highly mobile way with two hubs in London and Kent but mainly out in the field, building relationships with local authorities, facilitating advice services and learning events.

We are the fastest-growing design advice organisation in the country, working with planning authorities, design professionals, landowners, developers and local communities. We work in London, the South East and the East of England. We are constantly evolving the ways we advise and support local authorities, developers and designers. We do not compete directly with consultancy firms as we provide a different type of advice; accessible, bite-size, often acting as a 'client's friend' at the early stage of projects.

We work with a network of nearly 200 leading experts from various built environment disciplines who form our expert panel. They are a fascinating group often the top designers and thinkers in their fields. We harness their energy and goodwill and direct it to the knotty problems of growth and place-making that many communities are facing. Our work encompasses the full range of development projects from complex, high density mixed-use schemes, to new settlements, public buildings and single private houses.

More information can be found at [designsoutheast.org](http://designsoutheast.org)

### **About our target audiences and communications**

We are a social enterprise. Unlike many charities, 100% of our income is from charging for our services. Our most important relationships are with local authorities and therefore officers in planning and related departments are our most significant target audience. However, we also need to communicate and build our reputation with landowners, developers, designers and other consultants in the built environment. We communicate via regular e-newsletters, our website, social media and occasional printed material.

## **How to apply**

Please email a CV (no more than 4 pages of A4) and a supporting statement (no more than 1 page of A4) clearly demonstrating your suitability for the role to:

[david@designsoutheast.org](mailto:david@designsoutheast.org)

Deadline for applications: 9.00 AM, Monday 16<sup>th</sup> September

Interview date: Wednesday 18<sup>th</sup> September. If you cannot make this date, please let us know in your application.

If, having read this pack, you require an informal conversation about the role please contact our Director, Chris Lamb: email [chris@designsoutheast.org](mailto:chris@designsoutheast.org) or phone on 01634 401166 and request a call back.

## **Equal Opportunities**

DSE is committed to equal opportunities, and we value the diversity of perspectives that people from different backgrounds bring to our work. We positively encourage applications from eligible candidates regardless of age, disability, gender identification, ethnicity, marital status, pregnancy and maternity, race, religion or belief or sexual orientation.

## **Feedback**

DSE is a very busy organisation and providing individual feedback to unsuccessful candidates is quite time consuming. While we will do our best to respond to requests for feedback we cannot guarantee to do so.

## **Communications Officer (Part-time 0.4)**

### **Terms**

Salary: Pro-rata of £26,000-34,000 p.a. depending on experience

Contract: Permanent 2 days per week (0.4 contract).

Annual leave: Pro rata of 30 days plus 8 days statutory holidays

Please note that we are also open to secondments from other organisations and applicants who would prefer to deliver the contract on a freelance basis rather than as an employee. In both cases we will require the same commitment to the organisation and will require a 6-month renewable contract with a 1-month notice period.

### **Location**

We have offices in Farringdon, London and the Historic Dockyard, Chatham, Kent

Your place of work will our office in Farringdon, London.

You will need to work closely and collaboratively with the team and though some aspects of the role can be delivered remotely you will need to spend time working in our London office and occasionally meeting team members in Chatham.

## **Job description**

### **Summary of the Role**

This is a new position developed to improve the effectiveness of our communications with our wide range of stakeholders and audiences.

### **Purpose of the Role**

You will join our core team and will plan, produce, deliver and track our communications, working collaboratively with the team to develop ideas and strategies for developing our communications, messaging and content to best reach our range of target audiences. In addition to developing content for our website, e-newsletters, social media and publication you will ensure that our communications are effective, consistent and appropriately targeted and that our new visual identity is correctly implemented, internally and externally. You will be involved in communications relating to Design South East and to the major programmes and projects that we manage for our clients such as Kent Design.

### **Reporting to**

You will be managed by our Director and will work closely with senior management and the wider team.

### **Specific Duties**

To work with senior management to agree communications priorities, programmes and actions.

To develop new communications material (including print material) in collaboration with the team and to project manage its production

To project manage the delivery of new communications initiatives

To plan and deliver a schedule of consistent, regular communication with our range of stakeholders.

To produce regular communications content in collaboration with the staff team and ensure that communication with stakeholders is regular and consistent and that content is updated regularly through our:

- Web-site (ensuring topical content is current and there is a plan for developing long-term content)
- E-newsletters (at least monthly)
- Social media posts (at least weekly)

To produce timely media releases and articles and liaise with media contacts to secure coverage.

To develop and manage our image library and to source and/or commission high-quality images.

To manage the use of the Design South East brand and branding, ensuring that it is correctly used internally and externally

To attend team meetings as agreed with your line manager

To make full use of our IT systems to record your activities

## **Person Specification**

- Strong communication skills, both verbal and written, particularly copywriting skills
- Excellent inter-personal skills and able ability to work collaboratively
- Strong project management skills, and an organised approach to work, with a high level of accuracy and attention to detail.
- Able to work on your own initiative without supervision, and to work under pressure to meet tight deadlines
- Ability to take the initiative, to be creative, work with visual content and to come up with original ideas.
- Able to develop innovative social media content.
- Experience of using website content management systems and email newsletter platforms.
- Experience of Adobe Creative Suite is desirable.

You should either have an understanding of current issues around design and planning in the built environment or be able to convince us that you can quickly adapt to and understand the sector we operate in.