

SECTION A: JOB DETAILS			
REFERENCE NUMBER:	Com Off 1		
CAMPAIGN TYPE:	Internal and External		
JOB TITLE:	Communications Officer		
PAYBAND:	C		
PAY RANGE:	£26,715 (entry level) to £30,370 (band maximum) (Appointment will normally be at entry level)		
ALLOWANCES:	N/A		
REPORTS TO:	Communications Manager		
NUMBER OF POSTS:	1	HOURS P/W	35 hours
CONTRACT TYPE / DURATION:	Fixed term contract up to 31 December 2020 with the possibility of extension		
ISSUE DATE:			
23 December 2019			
CLOSING DATE FOR APPLICATIONS			
23:59 Sunday 12 January 2020			
INTERVIEW DATE			
Likely to be on 30 January 2020			
START DATE			
ASAP pending security clearance			



**SECTION B: SCOPE OF THE ROLE****JOB PURPOSE**

CPA UK works on behalf of both Houses of Parliament and the wider CPA to provide resources, support and peer to peer learning for parliamentarians throughout the Commonwealth. CPA UK is headed by a Chief Executive who is Secretary of the CPA UK Branch and Regional Secretary to CPA British Islands and Mediterranean Region. CPA UK is organised into three teams to plan and deliver its work. CPA UK is funded by the Houses of Parliament and leverages additional external funding for strategically aligned projects.

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**CPA UK Modern Slavery Project**

In conjunction with the Home Office, CPA UK has been delivering a modern slavery project since 2016. The project aims to contribute to the global effort to 'eradicate forced labour, end modern slavery and human trafficking and secure prohibition and elimination of the worst forms of child labour' (SDG target 8.7) by strengthening modern slavery-related legislation and parliamentary scrutiny and oversight in the Commonwealth.

**UK Overseas Territories Project**

CPA UK, in consortium with the UK National Audit Office (NAO) and the UK Government Internal Audit Agency (GIAA), and funded by the HMG-wide Conflict, Stability and Security Fund (CSSF), works with partners in the UK and Overseas Territories to deliver a series of activities focused on providing technical assistance, training and mentoring to support and encourage effective public financial management including internal audit, external audit and parliamentary oversight of public finances.

For further information about CPA UK work please see [www.uk-cpa.org](http://www.uk-cpa.org)

The Communications Officer is an important and varied role working across the organisation to deliver high quality, consistent and targeted communications outputs and activities which reflect its vision and values. It is a busy and varied role which may cover CPA UK's core projects and programmes or require greater focus on the externally funded projects. CPA UK's communications are strategic and discerning; however, it is important to emphasise the breadth and value of all CPA UK's activities.

The key relationship is with the Communications Manager, who is responsible for managing how communications work is shared to achieve optimal results. It will also be important to build good and trusted working relationships with other colleagues who need reliable and professional comms support to successfully deliver projects and programmes. The Communications Officer will be required to work both self-sufficiently and as part of a team, and to deliver at pace. They will be guided and supported by the Communications Manager who will ensure professional development is a priority.



KEY INTERNAL RELATIONSHIPS – including	
<ul style="list-style-type: none"> <li>• Members of both Houses of Parliament and their staff</li> <li>• Committees, Clerks, All Party Parliamentary Group and other organisations in both Houses.</li> <li>• Media and communications services staff in both Houses of Parliament</li> <li>• Overseas Offices (Commons and Lords)</li> <li>• Staff of other House Departments, including but not limited to the Parliamentary Digital Service.</li> <li>• Press Gallery</li> </ul>	
KEY EXTERNAL RELATIONSHIPS – including	
<ul style="list-style-type: none"> <li style="width: 50%;">• Government Departments, notably FCO &amp; Home Office media offices &amp; Ministers’ offices</li> <li style="width: 50%;">• NGOs</li> <li style="width: 50%;">• Diplomatic Posts in UK and elsewhere</li> <li style="width: 50%;">• International organisations</li> <li style="width: 50%;">• Commonwealth Journalists’ Association and other Commonwealth organisations</li> <li style="width: 50%;">• Commonwealth Parliaments and their media offices</li> <li style="width: 50%;">• Journalists including Westminster Lobby and international development media</li> </ul>	
MANAGEMENT RESPONSIBILITY	
n/a	
ADDITIONAL INFORMATION REGARDING THE POST	
<b>LOCATION</b>	The post is in the CPA UK offices on the Parliamentary Estate. Mobile and flexible working arrangements are also sometimes required.
<b>HOURS</b>	<p>35 hours per week with one hour per day unpaid for lunch. Some evening, weekend and occasional public holiday working will be required in support of CPA UK programmes.</p> <p>Overseas travel will be required.</p> <p><b>Annual leave</b> – 35 days per financial year of which 5 days are to be taken over Christmas and 2 days at Easter.</p>
<b>FOR FURTHER INFORMATION</b>	Visit <a href="http://www.uk-cpa.org">www.uk-cpa.org</a>



**SECTION C: JOB SPECIFICATION****DESCRIPTION OF DUTIES**

Working within a central strategy and business services team and across core and Special Projects teams the Communications Officer will work with and as directed by the Communications Manager to:

- Design and deliver project-specific communications outputs and activities.
- Create engaging digital content for various social media channels, update content of CPA UK website, [www.uk-cpa.org](http://www.uk-cpa.org) and project online portals, and as necessary liaise with design/maintenance companies. Procure externally-sourced services to support production of communications materials as necessary.
- Provide content and design of CPA UK's corporate materials, including annual review, e-newsletters, marketing and educational literature and materials
- Draft press releases, lines to take, web news stories and articles, and monitor media output
- Draft speeches and speaking notes. Produce briefings for relevant debates, draft responses to enquiries and parliamentary questions and early day motions, as required
- Work collaboratively and in line with CPA UK values and help to run CPA UK's thematic discussion programme and other stakeholder events.
- Coordinate and submit CPA UK's contributions to internal publications such as What's On, All-Party Notices and the Overseas Office's International Relations lists
- Be a stakeholder in the management of CPA UK's CRM system
- Possibly provide in-person communications and wider programme support for programmes delivered overseas;
- Take on other reasonable tasks as directed by the Communications Manager, Senior Management Team or Special Projects Leads.



**SECTION D: LEVELS OF CORE COMPETENCIES REQUIRED**
**OUTLINE DESCRIPTION**

Core Competence	Headline of level required / expected
<b>Core Competence 1 – Delivering Results for CPA UK and its special projects.</b> Understands and works towards the vision, mission, objectives and priorities of CPA UK and its special projects; is able to translate these into identifiable actions and positive results.	<b>Level 2.</b> Understands how CPA UK supports Parliament; takes responsibility for monitoring and achieving own objectives.
<b>Core Competence 2 – Leadership and Management (Assessed regardless of an individual's management responsibilities).</b> By personal example actively demonstrates leadership; motivating and empowering others to achieve CPA UK's and it's special projects' objectives; contributes to / plans her / his team's work in ways which make the best use of an individual's skills; assesses the work of teams and individuals in line with CPA UK HR policies; actively encourages and supports the development of colleagues to improve group, team and personal performance.	<b>Level 2.</b> Builds capacity and capability within the team; encourages and supports people, making sure they are motivated to achieve results.
<b>Core Competence 3 – Providing a Stakeholder Focus (Stakeholders are those with whom CPA UK's special projects do business; within and outside Parliament, within and outside UK).</b> Focuses on the needs and satisfaction of stakeholders; delivers a high-quality service that is tailored to meet their needs and expectations.	<b>Level 3.</b> Develops a good understanding and anticipates the needs of stakeholders; sets high standards for CPA UK delivery.
<b>Core Competence 4 – Continuous Improvement.</b> Continually seeks ways to increase their effectiveness and efficiency; proactively finds ways to improve work processes and products, methods and systems; recognises, adapts and responds to the need for change; uses their initiative.	<b>Level 2.</b> Pro-actively looks for ways to improve effectiveness and efficiency; takes responsibility for own actions; embraces change.
<b>Core Competence 5 – Working with People.</b> Builds strong collaborative working relationships to achieve common goals; involves and supports others; shares information and best practice.	<b>Level 3.</b> Builds collaborative relationships with others outside own team to achieve common goals; works effectively at all levels.
<b>Core Competence 6 – Communicating Clearly.</b> Communicates ideas and information effectively, orally and in writing; uses	<b>Level 3.</b> Explains complex issues, making them easy to understand; makes sure



language and a style of communication that is appropriate to the situation and audience; makes sure key messages are communicated and understood.	important messages are being communicated and understood. Engages and inspired other about CPA UK's special projects; looks for ways to improve communication.
<b>Core Competence 7 - Influencing &amp; Negotiating.</b> Makes a strong positive impression on others; gains clear agreement and commitment from others by effective persuasion, influencing and negotiation.	<b>Level 2.</b> Influences others through personal credibility; identifies other viewpoints and prepares well by gathering facts and data.
<b>Core Competence 8 - Planning and Organisation.</b> Plans ahead and works in a systematic and organised way, making sure resources are used efficiently and effectively to achieve goals and objectives.	<b>Level 2.</b> Plans, prioritises and monitors tasks in a systematic and organised way.
<b>Core Competence 9 - Analysing and decision-making.</b> Analyses verbal, written and numerical data and all other sources of information to identify problems and issues; makes effective decisions.	<b>Level 3.</b> Gathers information from a range of sources; probes for further information; identifies risks and considers alternative options to make good decisions.
<b>Core Competence 10 - Technical skills and knowledge.</b> Possesses the required level of knowledge and skills to do the job; shares expertise with others to increase their knowledge and ability.	<b>Intermediate.</b> Has and uses the required functional knowledge and skills to do the job at a high level of achievement.



**SECTION E: PERSON SPECIFICATION**
**QUALIFICATIONS**
**Essential**

A university degree in a relevant subject with some experience of working in a communications role **or** significant experience of working in a communications role.

**Desirable**

- Excellent working knowledge of desktop publishing software e.g. InDesign

SKILLS AND EXPERIENCE	Application	Interview
Experience of project work and delivering as part of a team.		x
Excellent written, oral and interpersonal communications skills.		x
Ability to interpret complex and varied subject matter and convey it accurately and in an engaging manner to different audiences.	x	x
Demonstrate initiative and creativity in reaching and enthusing new and existing stakeholders and working in a multi-stakeholder environment.	x	x
Experience developing and delivering media and communications plans using different media to target a wide range of audiences.		x
Experience drafting press releases, articles and other media outputs for print, online and/or broadcast.	x	
Ability to create engaging digital content (i.e. videos and infographics) and use social media platforms to create profile.		x
Ability to develop and manage website content using a content management system.		x
Ability to be flexible, respond positively to change, work effectively under pressure and deal with conflicting priorities.	x	x
Ability to work diplomatically and impartially in multi-cultural and international settings.		x
<b>Desirable</b>		
A working understanding of the Commonwealth, UK Overseas Territories, the Westminster parliamentary and political system and international current affairs.		x
A working understanding of modern slavery, human trafficking, forced labour issues.		x
Awareness of international organisations and NGOs landscape.		x

