Senior Communications and Engagement Officer

Salary: £34-36k

Reports to: Head of Engagement & Policy

Works with: Engagement & Policy team, Membership, Registration and Licensing team, and Governance & Corporate Services.

Working hours: Full Time (35 hours per week)

Working location: Hybrid. Predominantly working from home, typically 1-2 days per week in central London, and infrequent travel to events outside London

Type of contract: Permanent

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About the Science Council

We are a charity and membership organisation of more than 30 professional bodies and learned societies from across the breadth of science, collectively reaching over 330,000 scientists, science technicians and science teachers.

Established as a charity in 2003, we received a Royal Charter that same year. Our purpose is to connect the science professions and offer professional recognition for scientists, science technicians and science teachers. Our vision is a diverse and growing science profession that is trusted, respected, innovative and equipped to meet regional and national challenges.

We license member organisations to provide individuals with professional registration awards: Chartered Scientist, Chartered Science Teacher, Registered Scientist and Registered Science Technician. We promote and advocate for professional registration for the science workforce, and support and grow our community working in partnerships to identify solutions to national challenges in our society.

Engaging with member organisations, potential members, science employers, partner organisations, and volunteers is central to our work. The engagement team ensures that we communicate effectively with individuals and organisations, host events, exert influence on their behalf, and help them improve diversity and inclusion in the science professions.

Our team and values

We are a small, agile, dynamic team promoting the contributions of scientists, science technicians, and science teachers. We take a collaborative approach with our different stakeholders. You will join a friendly, talented team that values diversity and strives to create an environment where everyone feels included and valued. You will have the chance to handle different projects and activities, grow your skills and experience, and directly impact the organisation's success.

Role summary

We are seeking an experienced, proactive communications professional who combines strategic thinking with hands on delivery. We are looking for someone who can think commercially, understand our audiences and translate organisational priorities into effective campaigns.

You will take ownership for the planning, delivery and evaluation of communications activity across the Science Council, helping to strengthen our reputation, increase stakeholder engagement, promote professional registration and support organisational priorities.

Alongside communications , you will take ownership of the Science Council's volunteer engagement programme. Our volunteers are a small group of experienced science professionals who deliver our professional registration workshops, events and some promotional activities. You will help to recruit, communicate with and retain this community of volunteers ensuring they feel informed, supported and valued.

Communications is the primary focus of this role (approximately 60%), with volunteer engagement accounting for the remaining 40%. We are particularly interested in candidates with strong communications experience who are keen to apply their skills in a membership and charity setting. Experience of volunteer engagement is welcome but not essential, we are keen to support the successful candidate in developing their volunteer engagement knowledge where required.

What success looks like

Within the role, you will contribute to:

- Increasing visibility and awareness of the Science Council and professional registration.
- Planning and delivering effective communications campaigns that achieve clear engagement objectives.
- Growing stakeholder engagement across member organisations and partners.
- Maintaining a consistent and high-quality organisational brand and voice.
- Building an engaged and well-supported volunteer community.
- Using data and insight to evaluate communications performance and improve future activity.

Main responsibilities and tasks

a. Communications Leadership and Delivery (c. 60%)

- Develop and deliver integrated communications and marketing plans aligned to organisational objectives.
- Plan and deliver communication activity for campaigns, events, publications, announcements and organisational initiatives.
- Build and maintain relationships with marketing and communications contacts at member organisations to collaborate on cross-promotion of activities.
- Manage and maintain the Science Council's communications channels including website, newsletters and social media platforms.
- Create and commission engaging content including news articles, case studies, blogs, video content and campaign materials.
- Maintain oversight of brand identity, messaging and communications standards.
- Manage the editorial and content calendar, coordinating content production with internal teams and external partners.
- Build productive relationships with communications contacts across member organisations to maximise collaborative reach.
- Monitor, analyse and report on communications performance, recommending improvements based on insight and evidence.
- Maintain oversight of brand identity, messaging and communications standards.
- Provide design support and work with external suppliers to update and create new marketing materials, both print and digital.
- Identify opportunities to raise the profile of the Science Council.

b. Volunteer Engagement (c. 40%)

- Develop and implement a volunteer engagement and communications plan for a small group of volunteers who are focused on providing training and promotional support of Science Council work.

- Maintain regular communications with Science Council volunteers, ensuring they remain informed, connected and motivated.
- Support the recruitment, onboarding and retention of volunteers involved in training, events and promotional activities.
- Act as the primary point of contact for volunteer enquiries and support needs.
- Facilitate online volunteer engagement meetings.
- Work with colleagues across the organisation to ensure volunteers are effectively supported and recognised for their contribution.
- Maintain volunteer records and support compliance with relevant volunteer policies and procedures.

Required experience

1. Experience of developing and delivering communications, marketing or stakeholder engagement strategies.
2. A track record of producing high-quality written content for a variety of audiences and channels.
3. Delivering successful communications campaigns and evaluating their impact.
4. Managing websites and digital content.
5. Managing social media channels to increase engagement and reach.
6. Building and maintaining productive stakeholder relationships.
7. Working with senior professionals and influencing a range of stakeholders.
8. Managing multiple priorities and delivering work independently.
9. Using design tools for in-house materials production and/or working with external designers.

Desirable experience:

1. Working in science or science communications, or a related technical or professional field
2. Experience of working in a membership organisation, not-for-profit, or charity
3. Working with or coordinating volunteers, supporters or member communities
4. Understanding of equality, diversity and inclusion, and volunteer policies
5. Experience of organising engagement activities.

Skills and personal qualities:

1. Excellent written and verbal communication skills that can have an impact
2. Strong planning, organisational and project management skills.
3. Excellent interpersonal and relationship-building abilities.
4. A proactive and solutions-focused approach.

5. Strong attention to detail and commitment to quality
6. Confidence working independently and collaboratively
7. Able to work under pressure and manage multiple priorities

As a member of the Science Council team, you will:

- Provide excellent customer service to our member organisations and stakeholders
- Work with and support colleagues across the organisation
- Promote and uphold professional standards
- Demonstrate exemplary commitment to equity, diversity and inclusion

In return, you will join a friendly and dedicated team of staff and volunteers. You will receive support and development to do your job, and you will benefit from a flexible, inclusive work approach. We are a small team and as needed all staff help deliver the charity's objectives and activities.

Ends.