

## Job Description

<b>Post / Job Title:</b>	<b>Communications Coordinator (Communications &amp; Advancement)</b>
<b>Ref:</b>	<b>POSN109359</b>
<b>Location:</b>	<b>Studland House, Lansdowne Campus</b>
<b>Professional Service:</b>	<b>Marketing &amp; Communications</b>
<b>Group/Section:</b>	<b>Communications &amp; Advancement</b>
<b>Normal Hours per week:</b>	<b>Full Time</b>
<b>Grade:</b>	<b>4</b>
<b>Accountable to:</b>	<b>Internal Communications Manager</b>
<b>Special Conditions:</b>	<b>Flexible approach and additional hours occasionally required</b>

### Job Purpose

Assist with the development and implementation of effective internal and external communications projects and campaigns, producing written content and monitoring coverage.

The post holder will work closely with colleagues across the Communications Team to create, edit and maintain compelling, targeted and relevant content for use across a wide range of channels. They will also help to monitor and report on media coverage, both in print and online, schedule digital communications and support planning and administrative tasks.

### Main Responsibilities

1. Provide agile, targeted and focused communications campaigns and projects working to the direction of the Internal Communications Manager.
2. Write, draft, edit, sub and proof copy for a variety of audiences to meet defined and measurable communications objectives.
3. Act as a first contact point for Professional Services requesting communications support, responding to day-to-day queries ensuring that all requests are dealt with quickly and appropriately.
4. Assist with the planning, organisation and administration of communications linked to university events both on and off site, such as Graduation.
5. Where appropriate, and alongside colleagues, utilise multimedia content, such as pictures and videos, and social media to enhance written copy.
6. Take an active role in the delivery and administration of specific communication work and campaigns.
7. Help to ensure the smooth running of the University Press Office by supporting the response to enquiries from internal and external contacts.
8. Monitor media coverage, both in print and digitally, and provide reports to show reach and impact.
9. Coordinate and administer media and other stakeholder visits to the university.
10. Provide administrative and organisational support to the Communications Team (internal and external) as and when required.
11. Undertake other reasonable duties as required by the Internal Communications Manager and Deputy Head of Communications.

All Marketing & Communications staff are expected to engage in the wide range of activities undertaken within

the department, including evening and weekend events. Restrictions are in place relating to the booking of holiday during times of peak activity (such as Graduation and Clearing).

### **Dimensions**

**Internal** Staff and students

**External** The media, prospective students, staff from other HEIs, staff from schools and colleges, public relations agencies, government agencies, VIPs and dignitaries, honorary graduates, local authorities, businesses, suppliers, the general public.

### **Challenges**

- Time management
- Working to tight deadlines in a pressured working environment
- High standard of written output

### **Organisational Structure**

**Reports to:** Internal Communications Manager

### **Information Governance Responsibilities**

#### Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

### **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

### **Additional Information**

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Equality & Diversity Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**August 2025**

## Person Specification

Post / Job Title: Communications Coordinator		Post No: POSN109359	
School / Service: Marketing & Communications		Date: August 2025	
<b>SELECTION CRITERIA</b>		<b>Essential / Desirable</b>	
<b>Knowledge (including experience &amp; qualifications)</b>			
Educated to A level standard or equivalent, in English or other relevant subject. GCSE Maths and English to grade C or above.		E	
Experience of working in a busy office environment		E	
Awareness of developments and challenges within Higher Education		E	
Understanding of corporate image and reputation issues		E	
Experience of writing, subbing and proofing communications content for internal or external audiences.		E	
Experience of working with digital communications channels, including web and social media.		E	
Experience of working in a press or communications related environment		D	
<b>Skills</b>			
Excellent interpersonal and communication skills with the ability to build relationships		E	
Strong IT skills		E	
Strong numeracy skills		E	
Excellent attention to detail		E	
Excellent organisational skills		E	
Evidence of multimedia skill, such as photography or video		D	
<b>Attributes</b>			
Ability to work on own initiative and as part of a team		E	
Proactive and enthusiastic		E	
Confident, well presented and articulate		E	
Diplomatic and capable of handling confidential matters appropriately.		E	
Ability to relate to people at all levels		E	
Ability to work under pressure, prioritise workload and meet deadlines		E	