



## Head of Communications

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This is a core role within King's Think Tank Committee and essential for the image and communications of King's Think Tank within the King's community and externally. This role will be at the centre of planning and outreach of King's Think Tank and will suit someone who is comfortable with a high profile, high responsibility position, who is both big picture and detail-oriented, and is looking always to promote King's Think Tank positively.

Job responsibilities:

- Development of King's Think Tank Communications Strategy and Social Media Strategy
- Design and maintenance of King's Think Tank website and online presence
- Circulation of King's Think Tank fortnightly newsletter to members
- Engagement with press and media (particularly for high-profile events)
- Support Policy Centres' publicity for events (expert panels, policy workshops).

Head of Communications will work closely with:

- President, Vice-President and Directors of King's Think Tank, representing King's Think Tank within King's, with strategic partners, high-profile guests and potential sponsors
- General Editor, designing, publishing and circulating Spectrum, King's Think Tank blog and other publications.

Desirable Skills/Attributes:

- Public relations experience and professional presentation – awareness of quality consistent messaging and ability to manage suite of tools to support messaging
- Experience in website design and maintenance
- Experience in Graphic Design
- Be motivated, ability to deliver work to deadlines, good communication skills, capacity to generate creative ideas, time management and organizational skills

This role may be split with a Deputy Head of Communications