**Job description**

**Job title:** Communications Assistant

**Responsible to:** Head of Communications/Communications Officers

**Hours:** 35 hours per week to be worked flexibly, including designated core hours. This will include a mix of office and home working. You will be expected to work outside of normal working hours on occasion when necessary, but will be reimbursed for this.

**Salary:** £26k – £34k depending on experience

**Pension:** Excellent quality defined-benefit pension scheme

**Location:** FDA headquarters near London Bridge, central London and some home working

**Your role and responsibilities**

* As Communications Assistant, you will be involved in all of the FDA’s areas of communications. This includes (but is not limited to):
  + Proofing, uploading content and on occasion writing copy for our website and email communications;
  + press monitoring, engagement, liaison and timely responses;
  + social media monitoring, engagement and ideas for output;
  + working with our branches and sections to help progress campaigns and communications strategies;
  + proofing and some writing for *Public Service Magazine*; and
  + helping to produce campaign materials where needed.
* You will be a fast learner with good grammar and proof-reading skills, who can quickly write succinct, engaging and accurate copy relevant to its audience.
* You will need to be adaptable and able to work to tight deadlines, with some very occasional out of hours work.
* You will help to update the FDA’s communications across various platforms.
* You will assist in promoting awareness of the FDA and its public profile, helping to publicise the union’s policies and achievements amongst members, potential members and the media.
* As part of a small Communications team, you will work with the FDA’s Senior Management and Negotiators to update them on relevant media coverage.