



<b>JOB TITLE:</b>	<b>Communications Officer</b>
-------------------	-------------------------------

<b>Reporting to:</b>	<b>Secretary-General</b>
----------------------	--------------------------

**PURPOSE OF JOB**

To support the development and delivery of the organisation’s communications strategy, ensuring clear, consistent, and high-quality communications across digital platforms, publications, events, and member engagement activities.

**KEY RESPONSIBILITIES**

**Communications & Content**

- Support implementation of the communications strategy, messaging, and corporate branding.
- Edit, and coordinate content for websites, e-news, bulletins, reports, and publications.
- Provide editorial and commissioning support for organisational knowledge products.

**Digital & Media**

- Maintain and update website content, liaising with developers as required.
- Manage and develop social media channels, including content planning for projects and events.
- Compile and distribute monthly e-news.
- Monitor relevant media and support communications responses where appropriate.

**Events & Conferences**

- Support communications for major events and conferences, including pre- and post-event materials and reporting.
- Support the bidding process for the Biennial Commonwealth Local Government Conference leading to the identification of the preferred bidder and development and initiation of a Conference Business Plan.
- Support Conference preparations including partner and venue/hotel liaison, protocol & security issues, marketing strategy, oversight of booking and registration process, production of Conference documentation/materials and Conference website etc.
- Assist with communications for Board, Executive Committee, and other corporate meetings.

## **Membership & Stakeholder Engagement**

- Support targeted communications for members, including onboarding materials and campaigns.
- Work collaboratively with internal teams and external partners.

## **Monitoring & Administration**

- Monitor and report on communications reach and impact.
- Provide editorial and administrative support to the Secretary-General as required.

## **PERSON SPECIFICATION**

### **Essential Experience & Skills**

- A recognised qualification in communications, journalism, public relations, media, marketing, or a related field, or equivalent professional experience in a communications role.
- At least three years' experience in a communications, PR, or related role.
- Excellent written English and ability to produce clear, audience-appropriate content
- Experience managing digital content, websites, and social media.
- Strong organisational skills and ability to manage multiple priorities.

### **Desirable**

- Experience supporting events or conferences.
- Experience working with public sector, local government, or international organisations.
- Postgraduate qualification or professional certification in communications or digital media.
- Evidence of continuing professional development in digital communications, accessibility, or inclusive communications.

### **General**

- Must have a mature and flexible approach to work and changing priorities
- Willingness to travel overseas on occasions
- Understanding of the Commonwealth and international development issues an advantage