

Job Title: Communications Officer

Location: Remote

Reports To: Senior Leadership Team

Employment Type: Contract

Job Overview

We are seeking a dynamic and detail-oriented **Communications Officer** to lead and manage the company's public relations, social media platforms, internal and external communications, and strategic communications initiatives. The ideal candidate will have a strong understanding of both traditional and digital media and be able to effectively shape and convey the company's messaging to diverse audiences.

Key Responsibilities

1. PR & Media Enquiries

- Serve as the main point of contact for all media inquiries and press relations.
- Draft press releases, media statements, and respond to media requests in a timely and professional manner.
- Build and maintain strong relationships with journalists, editors, and media outlets to enhance the company's public profile.
- Monitor and analyze media coverage, providing regular reports and insights to senior leadership.

2. Social Media Management

- Develop, manage, and execute a comprehensive social media strategy across nominated platforms (LinkedIn.).
- Create and curate engaging content tailored to the company's objectives and target audience.
- Monitor social media channels for mentions of the company, responding to relevant comments and inquiries.
- Analyze social media performance and metrics to inform strategy adjustments and report on key outcomes.

3. Company Communications Internal & External

- Develop clear, concise, and consistent internal communications to keep employees informed and engaged.
- Manage external communications including newsletters, company announcements, and stakeholder updates.
- Ensure all communications align with the company's brand identity and core messaging.
- Draft speeches, presentations, and talking points for senior leadership as required.

4. Communications Strategy Development

- Work with senior management to create and implement a comprehensive communications strategy that supports the company's goals and objectives.
 - Identify key communication priorities, target audiences, and platforms to effectively convey the company's vision.
 - Regularly review and update the communications strategy to ensure it remains relevant and impactful.
 - Lead crisis communications efforts when needed, ensuring quick and clear responses in line with the company's values.
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Required Skills & Qualifications

- Bachelor's degree in Communications, Public Relations, Journalism, Marketing, or related field. (preferred but not essential)
 - Proven experience (3+ years) in a communications, PR, or media role.
 - Excellent written and verbal communication skills, with a strong ability to write for different audiences and platforms.
 - Proficiency in social media management tools and analytics,
 - Strong organizational skills and the ability to manage multiple projects and deadlines.
 - Solid experience with Creator Tools: Canva, Adobe Suite, etc
 - Experience developing and executing communication strategies.
 - Familiarity with media relations and public relations best practices.
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Personal Attributes

- Strong attention to detail.
 - Ability to work independently and in a team.
 - Creative and proactive in suggesting new ideas and improvements.
 - Resilient under pressure, particularly in managing crises.
 - Highly collaborative and skilled at building relationships with internal and external stakeholders.
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Remuneration & Benefits

- Competitive Retainer
 - Performance related bonuses
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How to Apply

Please complete the application form:

<https://www.cognitofirms.com/Assistium1/ApplicationSubmission>