

# Communications Officer Role Description

## Role Summary

Our National Committees represent all the committees within their nation. Providing opportunities for networking and sharing best practice among local committee chairmen and national officers.

Our Communications Officers are essential to raising the profile of the Society. You will support local communications officers to showcase local initiatives and national campaigns, inspiring people to support us and get involved with our activities.

In this key local role you will ensure that the BHS brand is consistent at the local level and our communications (internally and externally) help us to build the local BHS community.

## What's in it for you

You will be part of a vibrant and expanding volunteer team, helping us to bring our charitable work to life. You will support local volunteers to publicise activities and support us to nationalise and localise National Campaigns and issues. You will build your team working and people develop skills by sharing your practical media and communications skills and experience.

## Main duties and responsibilities

You will support and represent communications officers in your nation, this will include:

- Supporting the recruitment of Communications Officers in conjunction with local committees and the Communications team at HQ.
- Representing Communications Officers at National Committee meetings and events.
- Sharing best practice between different areas in your nation.
- Supporting Communications Officers to develop their social media presence and produce local publicity materials and press releases.
- Organising meetings of Communications Officers in your nation
- Establishing relationships with local media contacts and adding them to the national media database.

## Skills and Knowledge

Essential

- Experience in media and communications
- Excellent spoken and written language skills
- Efficient and orderly method of work
- Experience of volunteering with the BHS

Desirable

- Experience of using social media from a charity or business perspective
- Experience of working with the media

## Training and Support

The Marketing and Communications team will support you throughout your role.

Your Director of Nations and Chairman will provide you with local guidance and support.

## Resources

You will need a computer with internet and email access and must be willing to receive email, telephone and written correspondence from the BHS, committee volunteers and organisations and individuals involved in your communications activities.

It is beneficial if you have the ability to travel and have access to a vehicle that you can use in your role.

## Your Commitment

We ask all our Communications Officers to commit to a minimum of one year term. On average our Officers contribute a minimum of 0.5day a month to the role. Due to the nature of the role it will require some evening and weekend meetings and events. You will need to attend your committee meetings and it is beneficial if you can play an active role in supporting communications officers across your nation.

## How do I get involved?

Complete an enquiry form and the Marketing and Communications team will contact you to discuss the role.