

# Recruitment brief Communications Officer

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CLICK US!



# Hello!

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We're all about looking forward and aiming higher – for the homes we deliver, the communities we work in and the people we employ.

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It's an exciting time to join our growing team as we kick off a bigger, bolder Communications Strategy that needs all word wizards and creative minds on deck.

We are a social landlord working to end housing need, so our days are filled with vital work, important stories and feel-good moments. Effective, engaging communication across multiple channels is essential in articulating our achievements, work, vision and values... and that's where you come in.

I'm looking for an enthusiastic Communications Officer to work alongside me in our small (and fun) cross-functional Communications and Design Team. No two days will be the same as you use your top-notch storytelling skills to help tell our story. Using your interpersonal skills and nose for content, you'll build strong relationships with colleagues in key areas of the business to uncover and create internal and external content that sings.

We're after people who ooze creativity and who'll be as comfortable writing punchy social media posts as they are with crafting press releases. We take communicating to our internal audience just as seriously as our external audiences, and you'll also help ensure our employees are informed, engaged and connected.

You will be able to take ideas and run with them, but you'll also be brilliant at the basics, demonstrating exceptional writing ability and excellent organisational and people skills.

You need to be imaginative, passionate, and a self-starter with a great sense of fun. If you're looking for a role to make your own, then I'd love to see your application.

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**Lindy Rome**  
Senior Communications Officer

## Are you interested?

Does the opportunity to work with a bunch of wonderful people at a leading housing association excite you? If so, I would love to hear from you.

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You have until 5pm on 20 September 2020 to apply via our recruitment portal.

As well as completing our application, please send us a short video of introduction along with 3 samples of your written work. We're not looking for video editing flair but please take this as an opportunity to tell us a bit about yourself and why you're the best person

for the role. If you have a disability and need any assistance with the process, please let us know. You'll be prompted to complete our application form using the link below and send your video and samples to [info@moat.co.uk](mailto:info@moat.co.uk).



# Main purpose of the job and the reward

To support the Senior Communications Officer, wider Communications and Design Team and key business areas in the delivery of internal and external communications that promote Moat's values, key messages and corporate strategies.

## Key tasks:

- Write, edit and distribute creative and engaging content, for print and digital channels, such as news stories and articles, press releases, internal and external publications, reports and briefings to both internal and external audiences.
- Help co-ordinate communication plans and deliver the Communications Strategy through effective and engaging internal and external communications to a range of audiences.
- Build and maintain strong working relationships within the business, providing creative communications solutions for internal departments in your 'patch' as part of the Communications Business Partner model.
- Maintain our social media, intranet and Yammer channels. Seek out and post content, analyse followers, seek new contacts by following people and organisations that would be of benefit to Moat and ensure that any reputational issues are brought to the attention of the Senior Communications Officer.
- Share responsibility for staffing Moat's press office. Assist in proactive engagement with the media to support targeted communication campaigns. Respond to 'low-level' media enquiries, co-ordinating with the appropriate members of staff to ensure accurate responses and maintain a tracking system for press enquiries/cuttings.
- Assist in the continued development of Moat's website, updating and reviewing content to ensure it is relevant, accurate and supports key corporate messaging.
- Work with the Design Team to communicate design needs from your business area, feed design requirements into the design schedule and ensure that the Moat brand is employed appropriately within all publications.
- Help manage/co-ordinate internal and external events, including the co-ordination of corporate resources.

## You'll be:

- A confident communicator with strong interpersonal skills
- In possession of exceptional writing skills
- Social media savvy
- A team player with a positive attitude
- Oozing with enthusiasm and initiative
- Show great attention to detail
- Super organised
- Overflowing with creative ideas.

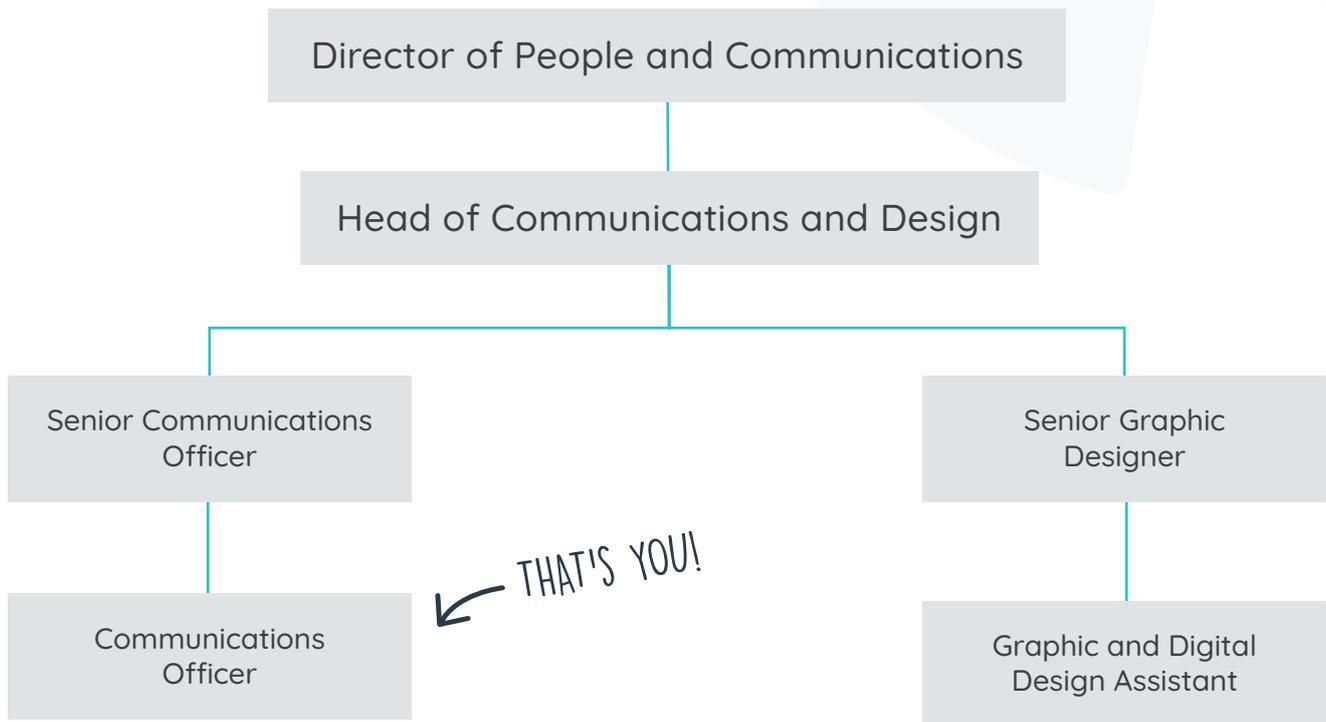
## In return for everything you can bring:

- Salary £30,000 per annum
- Generous annual leave entitlement increasing with years of service, with the flexibility to buy and sell more
- Pension scheme and life insurance
- Employee discount scheme
- Time off on your birthday
- Training and development including coaching opportunities, accredited management courses, further education sponsorship, professional subscriptions, leadership development programmes and a culture of internal development
- Health and wellbeing including an employee assistance programme and a selection of optional initiatives

# About us.

## What does the team look like?

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## How we'll support you working remotely

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It's a strange, old time for anyone joining a new company because most people are currently working from home. We wish you could experience the friendliness, enthusiasm and amazing workspace in our office, but right now, the safety of our staff is our top priority.

As a company, we're supporting our employees remotely in every way we can. We have a social platform to connect with each other, regular Zoom calls with our Executive Team, virtual social clubs to suit lots of interests, and a brilliant IT team that supplies us with the right equipment

and software. We're huge advocates of work/life balance and supporting the wellbeing of our colleagues in these challenging times. For some of our staff members, working from home isn't possible, and in these cases, we've set up safe systems in our offices for this group.

As a team, being far apart hasn't stopped us from working closely together. You won't work in isolation and you'll have oodles of support, plus we're always on hand to answer questions or help out. We have regular team meetings and a lively group chat, and we pride ourselves on our great teamwork, collaborative spirit and sense of humour. We hope you'll agree.