

Communications Officer	
Contract Type:	Permanent
Working Hours	Full Time
Directorate	Regulation
Salary	£31,827 pa

Location

IPSA is a hybrid organisation, flexible on UK mainland locations

Background

The Independent Parliamentary Standards Authority (IPSA) is the independent body that regulates and administers the business costs and decides the pay and pensions of the 650 elected Members of Parliament and their staff in the United Kingdom. We were created by the Parliamentary Standards Act 2009, as the world's first independent regulator of MPs' financial remuneration.

This role helps IPSA maintain a strong, proportionate regulatory environment and achieve its strategic aim of enabling MPs to focus on what really matters by providing an exemplary, seamless regulatory service.

The person in this new role will assist with and coordinate internal and external communications which includes delivering regular communications to MPs and MPs' staff and coordinating IPSA's internal communication channels such as the intranet and a staff newsletter. They will also be responsible for web editing including drafting, editing, and publishing content on IPSA's public facing website, MP-facing information site and internal intranet. They will provide creative, editorial, and operational support for communications projects and contribute to IPSA's social media channels. The person will also be responsible for monitoring and evaluating the impact of communications. The role will also include media handling, such as drafting press releases, responding to journalists' queries and monitoring media coverage.

Key areas of responsibility include:

- Internal and external communications: ensuring that IPSA's communications are relevant, impactful and in line with IPSA's key messages.
- Management of digital channels: to ensure that business needs are met, and information is well presented and up to date.
- Provide support for a wide range of communication projects.

Who we are looking for

We are looking for someone with excellent written and oral communication skills with experience in drafting communications and using tools such as MailChimp, SharePoint, Contentful, Twitter and LinkedIn. The successful candidate will be proactive, have good interpersonal skills and have the confidence to make suggestions for change. Previous experience of working in a communications setting is advantageous.

You'll be joining a diverse and knowledgeable bunch of people, passionate about making IPSA brilliant and so you'll need to fit right in and help the organisation to grow, improve and change. A full person specification is available on our website: <https://www.theipsa.org.uk/careers-with-ipsa>

Benefits

- Civil Service Pension
- Generous holiday entitlement
- Season ticket/rent deposit loans
- Flexible Working
- Access to learning and development
- A culture encouraging inclusion and diversity; with LGBT+, BAME, and Green workplace groups
- Cycle to work scheme
- Volunteering days

Our commitment and values

We're committed to making IPSA a more diverse and inclusive organisation and we choose to recruit, retain and develop people with a diverse mix of skills and experience. We are a high-performing organisation that respects diversity and promotes our values through all the work that we do. Our inclusive workplace environment welcomes people from all backgrounds and our BAME, Green and LGBT+ networks signal our commitment to celebrate and promote diversity and sustainability.

How to apply

If you are interested in applying for this role, please send your CV and a one-page cover letter to ipsa.recruitment@theipsa.org.uk. We operate a blind recruitment process, so please remove any reference to your:

- Name and title
- Educational institution names
- Age and gender
- Email address
- Postal address and telephone number
- Nationality and immigration status

Please ensure that your CV and cover letter does not contain any personal details which could identify you. We may be unable to consider your application if you do not follow the application guidelines above.

When you submit your application via email to our HR team, your name and email address will only be visible to them and not those who will conduct the shortlisting. The People team will contact you if you have been shortlisted. If you would like further information or an informal discussion please contact us at HR@theipsa.org.uk

We've adapted our recruitment process during the pandemic, so our interview and onboarding processes are virtual. If you want to join our team you'll need access to a secure WIFI network and a private space to work from. If you join our team, you'll be supplied with equipment for virtual onboarding, training and working from home.

We'll be interviewing throughout the application window and so we reserve the right to close the advert early depending on the volume of responses. By applying you confirm you have the right to work in the UK and [have read our Human Resources privacy notice](#).

Latest Application: 10 August 2022.