

## External Communications Manager

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Company: UK Civil Service

Location: United Kingdom

Category: other-general

### Job summary

Those seeking immigration advice and services are often among the most vulnerable and disadvantaged members of society. The Office of the Immigration Services Commissioner (OISC) is an Arm's Length Body of the Home Office. We regulate the work of registered Immigration Advisers and tackle the illegal advice-giving activities of criminals that often exploit vulnerable and disadvantaged migrants and threaten the integrity of the immigration system.

We are recruiting an External Communications Manager for the organisation. Reporting to the Chief Staff Officer/Head of Communications, you will act as the organisation's key external communications adviser, responsible for delivering communications with impact. You will work closely with the wider communications and engagement team to develop strategic external communications plans, powerful campaign activity and effective media relations. You will manage the OISC website, streamlining publication processes and enhancing the user experience across the site. You will provide direct, regular assistance to the Immigration Services Commissioner and the Executive Team on communications related issues.

This is a fantastic opportunity where you will be empowered to develop key messages, narratives, and objectives to support wider organisational aims. You will ensure targeted communications products reach the right audiences, through horizon scanning for opportunities and appropriate audience segmentation. You will lead the OISC to grow its reach while maintaining, protecting, and enhancing its reputation.

The role is full-time basis, however we will consider applicants who wish to job share.



## **Job description**

### **Responsibilities:**

The jobholder will be responsible for:◆

Oversight, implementation and evaluation of external communications strategies, covering the range of work across the OISC;

Management of media enquiries and engagement, including analysis of regular media monitoring and advising on proactive action;◆

Development and leadership of campaign activity, working with an agency on briefing, management, and delivery;

Management of the OISC website, social media and digital communications channels;◆

Strategic external communication planning, developing proposals to enhance awareness and increase transparency; and

Supporting the Commissioner and Executive Team with appropriate key messages.

### **Location:**

OISC has no permanent offices. All staff are based at their home address with regular face to face meetings of teams and the whole organisation monthly, at appropriate venues;

The jobholder will be based at their home address which must be within the United Kingdom.◆

Occasional Travel across the United Kingdom to attend in person team and office meetings will be required.

### **Person specification**

#### **Essential criteria:◆**

You will have experience in a strategic communications role, including the development of strategies through to successful delivery;◆

You will have led external communications activities, confident in briefing media and leading on all press engagement;

You will have used multiple communications channels, including social, digital, and low-cost options;◆

You will have excellent communications skills and can show how you build relationships with external partners, often in challenging circumstances; and◆

You will have strong organisational skills.◆

◆**Desirable criteria:**◆

Understanding of the Government Communications Service operating models and principles.

A good understanding of current news issues, and political awareness, with experience of advising on risks and reputational issues.

Experience of briefing and persuading senior people.◆

**Benefits**

Alongside your salary of ◆46,417, Office of the Immigration Services Commissioner contributes ◆12,533 towards you being a member of the Civil Service Defined Benefit Pension scheme.

A role that offers significant contribution to the OISC's mission

Opportunities for professional development and growth

A supportive and inclusive work environment

Learning and development tailored to your role

An environment with flexible working options

A culture encouraging inclusion and diversity

A with an average employer contribution of 27%

An information pack on the OISC is attached to this advertisement.

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