

Job Title: Communications Officer

Contract Type: Full time

Reports to: Current Affairs, Culture & Communications Manager

Location: London

Salary: £25,000 p.a.

THE ORGANISATION:

For over 75 years, Canning House's Mission has been to build understanding and relationships between the UK, Latin America & Iberia. We achieve this by acting as the UK's leading forum contacts, thought-leadership and pragmatic debate on Latin American political, economic and social trends and issues, and business risks and opportunities.

THE ROLE:

The role of the Communications Officer in the Current Affairs, Culture & Communications team is to support CH's geopolitical, socioeconomic and cultural programme, maintain the database for CH's contacts with the diplomatic, parliamentary and academic communities, and manage all forms of external communication. This role reports directly to the Current Affairs, Culture & Communications Manager.

Your duties will include:

Current Affairs and Cultural Programme:

- Assist the Current Affairs, Culture & Communications Manager with the following:
 - development of CH's geopolitical, socioeconomic and cultural programme.
 - searching for and inviting relevant speakers and chairs to participate in events, and liaising with them as appropriate.
 - scoping out topics for papers and reports to be commissioned externally and presented to CH members through our events series, and proof-reading papers.

Communications:

- Lead on:
 - managing CH's social media channels to engage with and grow our audience, and as a marketing platform for our events.
 - managing the content of the CH website: keeping information pages accurate and up-to-date, updating the events section, uploading summaries and photos of all events, uploading publications, and regularly creating new content.
 - liaising with web developers to resolve any technical problems.
 - editing webinars and uploading to Vimeo /website.
 - undertaking the editing and delivery of CH's weekly newsletters (corporate, public / follower, embassies, APPG, individual members).
 - handling all individual membership enquiries.
 - handling all press enquiries.
 - monitor the communications inbox.
 - offline marketing such as brochures, leaflets, banners, etc.
 - proof-reading external comms before posting.

- **Support the Current Affairs, Culture & Communications Manager with the following:**
 - implementing the media & marketing plan.
 - maintaining up-to-date records of key CH contacts, namely Latin American / UK Ambassadors, Embassies, APPG, FCO, NGOs, Academics, Associates, Partners, Media, Experts, Student Societies and Individual Members.
 - Other areas as required from time to time.

Other:

- Support other teams where requested.
- Handling Canning House history book purchases and delivery.

REQUIREMENTS:

- educated to degree-level.
- fluent communication and presentation skills in English, both written and oral.
- experience and capabilities in social media and website management, webinars and videoconferencing essential.
- working knowledge of Microsoft Office.
- interest in / knowledge of Latin America and/or Iberia.
- knowledge of Spanish and/or Portuguese desirable but not essential.

PERSONAL QUALITIES:

- a fast worker with excellent attention to detail.
- enthusiastic, hard-working and willing to shoulder responsibilities.
- a good listener and communicator.
- smart and confident enough to participate at CH events and meetings attended by external stakeholders of all levels of seniority – from students to presidents.
- a team player flexible enough to pitch in and support the team in all its activities when called upon to do so.
- active networker who makes the most of attendance at Canning House events.

HOURS

Normal hours are 09:30-17:30 but additional hours will be required to participate in events which take place predominantly in the evening – plus occasional breakfast meetings. By prior agreement, there is some flexibility on arrival times on days following late events.

BENEFITS

25 days annual leave (excluding public holidays)

LOCATION

Canning House, 126 Wigmore Street. London W1U 3RZ (nearest tube Bond Street)

HOW TO APPLY

Please send your tailored CV and covering letter to communications@canninghouse.org



CLOSING DATE:

Tuesday 5th November 2019

INTERVIEW DATE:

Tuesday 12th November 2019

START DATE:

ASAP