 

**JOB DESCRIPTION**

**Communications Manager**

**Accountable to:** Penny Jerrum

**Responsible for:**  Communications Coordinators (x3), Designer, Student Staff

**Hours:** 37 hours per week

**Location:** Central London (between LSESU and SUARTS)

**JOB PURPOSE**

1. Manage the Communications Team
2. Responsible for the Communications Team and its delivery of key services, for the department’s operational planning, and its key involvement in delivering the Union’s strategic aims
3. Line manage the Communications Team

**KEY RESPONSIBILITIES**

1. **Manage the Communications Team**

* Arrange, chair and keep a record of staff meetings within the Communications Team
* Manage and update regulations and procedures relating to the Communications Team
* Manage the Communication Team’s budgets
* Manage the Communication Team’s attendance at relevant events and conferences
* Manage the relationships with external suppliers
* Responsible for implementing a consistent brand identity
* Responsible for improving the digital literacy of staff across both Unions
* Lead the organisation’s planning and identification of staff IT needs

1. **Responsible for the department’s delivery of key services, for the department’s operational planning, and key involvement in the Membership Directorate’s strategic plan**

* Responsible for the delivery of the Communications strategy and plan (both Arts and LSE)
* Manage the operational planning process for the Communications Team
* Manage data and data systems within the Communications Team
* Key involvement in the Union’s strategic plan including putting forward evidence based ideas for improvements and new projects/services within the Communications Team
* Liaise with Union staff, University staff and other relevant external parties on issues relating to the Communications Team
* Contribute to the delivery of primary and secondary research papers and briefings in relation to organisational communication and digital engagement
* Responsible for the delivery of reports and data in relation to the Communications Team

1. **Line manage the Communications Team**

* Arrange, conduct and keep records of management meetings with members of the Communications Team – including performance reviews, appraisals, and investigations
* Manage the learning and development of the Communications Team
* Support officers’ attendance at University Committee meetings by attending with or on behalf of them, and by writing or supporting the writing of Union papers
* Responsible for day to day work undertaken by Communications Team staff with student officers, and part-time staff and student staff

**GENERAL DUTIES**

**In addition, all staff have the following general duties laid out in their job descriptions:**

* To deliver and develop targets outlined in the Union’s strategic plan.
* To contribute and assist in the Union’s planning processes and the review of its performance and systems.
* Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
* To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
* To undertake your own typing, filing, photocopying etc.
* Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
* To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Union.
* A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers and welcome festivals and any other key event, including elections, if necessary.
* Staff are expected to portray a positive image, both internally and externally of the Students’ Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
* Where you are required to work with volunteers you must support and manage them appropriately in line with the Students’ Union volunteer policy
* Environmental consideration and environmental best practice is the responsibility of all Students’ Union staff

Any other tasks that would be deemed suitable within this role as directed by line manager