



Job Title: Entry-Level Communications Officer

Job Type: Full-time

Location: Hybrid, SE18 and home working.

Salary: £25,000 per annum

Healthwatch Greenwich is a community-focused organisation that works to improve health and social care services in the Royal Borough of Greenwich. We are currently looking for an enthusiastic and passionate individual to join our team as an Entry-Level Communications Officer.

Closing date

This role is for immediate start. Please send your completed application form and equalities monitoring sheet to

'joy@healthwatchgreenwich.co.uk'.

Applications are being reviewed on a rolling basis.

About the Role:

We are seeking an enthusiastic and proactive individual to join our team as an Entry-Level Communications Officer. You will be responsible for developing engaging and informative content for our website, social media platforms, and other communication channels, ensuring that our message reaches as many people as possible.

Key responsibilities include:

- Developing and implementing effective communication strategies across multiple platforms
- Creating and managing content for our website, social media, newsletters, and press releases
- Planning and delivering events, campaigns and engagement activities
- Conducting research and analysis to identify target audiences and develop appropriate messaging



- Collaborating with the wider team to ensure consistent messaging and brand identity
- Assisting with administrative tasks as required

You will have the opportunity to work with a dynamic and dedicated team and will be given the chance to develop your skills and grow within the role. If you are passionate about making a difference and have the drive and creativity to succeed in a communications role, then we want to hear from you!

Person Specification:

- Strong written and verbal communication skills
- Experience in social media management, content creation and event planning
- Strong interpersonal skills and the ability to build and maintain relationships with key stakeholders
- Demonstrated ability to manage multiple projects and priorities simultaneously and comfortable working in a fast-paced environment.
- Proficient in Microsoft Office Suite and social media platforms
- Knowledge website development tools (e.g. WordPress) is a plus but not essential
- Excellent attention to detail and organisational skills
- Ability to work collaboratively in a team environment
- A passion for improving health and social care services
- Demonstrated commitment to social justice and equity
- A degree in Communications, Marketing, Public Relations, or a related field, or equivalent experience

If you are looking for an exciting opportunity to develop your communications career in a fast paced environment and make a real difference in the community, we would love to hear from you.

Healthwatch Greenwich is committed to promoting equality, diversity, and inclusion. We welcome applications from all sections of the community.