

Communications and Campaigns Officer

Starting salary: £30,000 pa, full-time (35 hours per week), hybrid (at least one day per week in the office)

Line manager: Head of Communications and PR

Start date: asap

Role overview

To support and deliver the internal and external communications and campaigns with the goal of enhancing the SoA's profile, engage stakeholders, and promote key initiatives.

The successful candidate will have at least two years' experience in content creation, media and policy monitoring, digital marketing, and multimedia communications across a range of channels, including newsletters and social media.

Objectives

- Help to ensure consistent, high-quality communications and campaigns across all channels.
- Provide support for brand visibility and audience engagement through digital marketing.
- Provide support for delivering content via The Author magazine and outgoing mailers.
- Support organisational campaigns, events, and key initiatives.
- Monitor media coverage and policy developments, and evaluates website and communications performance.

Key responsibilities

- **Media monitoring and reporting:** monitor media for relevant coverage and compile regular media reports and summaries, maintaining media contact lists and databases.
- **The Author magazine and mailers:** liaise with The Author magazine production team, contributors and internal departments, support with the production schedules and deadlines. Oversee the administration and invoicing for The Author advertising and subscribers. Support with distribution and performance tracking (e.g. open rates, click-through rates). Provide support for development of membership mailouts including proofing.

- **Digital marketing and social media:** contribute to the development of digital marketing campaigns across platforms – create and schedule engaging content, monitor engagement metrics and optimise content performance.
- **Design and visual communication:** produce basic graphics for digital and print (e.g. social posts, newsletters, flyers, banners). Support with the layout and visual design of newsletters and publications. Work with approved templates and design tools (e.g. Canva, Adobe suite basics).
- **Video and multimedia production:** create and edit short-form video content for social media, newsletters, and website. Support with the filming of events, interviews, or promotional material for SoA events and campaigns. Add captions, branding, and basic effects to videos.
- **Event promotion:** support the Events and Engagement team with the communications and digital marketing plans for events, supporting with the creation of promotional materials (digital and print), proof events copy, ensure visibility of promotion on our website.
- **Website** – contribute to the content management of the SoA and Human Authored websites, updating content and posts as needed.

Role specification

Essential skills and competencies

- Two years' experience creating engaging digital content for different audiences
- Good graphic design skills
- Strong written and verbal communication skills
- Social media management and content planning experience
- Media monitoring and reporting experience
- Familiarity with email marketing platforms (e.g. Mailchimp, Campaign Monitor or similar)
- Experience with social media platforms (e.g. TikTok, Instagram, LinkedIn)
- Experience with design tools (e.g. Canva, Adobe InDesign/Photoshop basics)
- Video filming and editing skills (e.g. Premiere Pro, CapCut, or similar)
- Use of scheduling and analytics tools (e.g. Hootsuite, Buffer, Google Analytics)

Desirable skills

- Experience working for a membership/not-for-profit organisation
- Experience managing publications or organisational magazines
- Understanding of branding and communications strategy
- Photography skills
- Knowledge of Search Engine Optimisation and digital content optimisation
- Experience with audience segmentation and database systems

What we offer

As a progressive and ethical not-for-profit organisation, we offer a range of benefits to support your physical, mental, and financial wellbeing.

We are a London Living Wage and a Disability Confident – Committed employer.

Benefits include:

- Competitive salary
- Cycle-to-work scheme.
- Death-in-service benefit (8 x salary)
- Employee assistance programme
- Flexible, hybrid working practices.
- Family-friendly, disability-confident inclusive culture
- Generous annual leave, including all bank holidays.
- Salary exchange pension scheme
- Interest-free annual travel card loan
- *Office closure over Christmas
- Private healthcare

*Colleagues can work over the Christmas period, although the building is closed. For those who wish to take additional time off, colleagues take these days from their annual leave allowance.

Flexible Working

As an employer, we nurture a working environment in which staff can grow and develop. We recognise the value of flexibility in the way we work with a positive culture of hybrid working practices.

Inclusion

Inclusion, diversity, and representation are at the core of our values, and we work to tackle structural discrimination and prejudice. Part of this commitment means that we are looking to increase diversity in our organisation at all levels. We strongly encourage applications from a broad range of social, cultural, educational, and underrepresented backgrounds.

Apply

To arrange an informal conversation about this role please contact recruitment@societyofauthors.org

To apply, please send your CV and a personal statement as a single document (max. 3 x A4 pages) to: recruitment@societyofauthors.org If any part of the application process is not accessible to you, please let us know. Deadline for applications: Friday 4 September 9am. First Interviews will be held week commencing Monday 14 September.

Privacy Policy By sending your CV in response to this advert, you are giving us consent to contact you to discuss your application as per our Privacy Policy.

We endeavour to respond to all applications but if you do not hear from us within seven working days, please assume your application has been unsuccessful and your records will be deleted from our system.

[Read our Privacy Policy.](#)