



JOB PROFILE

POSITION

Job title:	Communications Officer
Location:	Remote with occasional travel to London and Leicester
Reports to (job title):	Communications Manager
Directorate:	Communications and Engagement
Grade:	1
Date created/reviewed:	May 2026

JOB PURPOSE

To provide communications services to the Society which provide effective outputs for all relevant audiences, including the media, member networks, staff, stakeholders and other external audiences.

KEY ACCOUNTABILITIES

- Undertaking proactive communications liaison and production for the BPS and its member networks. Contribute to media briefings, major Society documents, guidance, journal articles and statements.
- Responding to enquiries from journalists seeking background, opinions etc. utilising the media database of members and nominated policy leads.
- Contribute to the communications work of the member networks by providing professional expertise and helping them to organise effective communication of their work to all relevant audiences.
- Offering advice, training and direct support, as required, to other staff and members on communications issues, for example, newsletters, projects and events.
- Identifying and interviewing BPS members as part of our Psychology Matters campaign.
- Monitoring the effectiveness of communication activity to inform future practice.

KEY WORKING RELATIONSHIPS

The scope of relationships internally ranges across all areas of the office and all member networks. The Communications Officer has internal contact with colleagues and members to provide communications activity by the Society.

In their advisory role, the post holder must gain a wide knowledge of the issues facing the Society and an understanding of the political dimensions involved in decision-making within the organisation. The post holder will be expected to offer advice to senior staff, based on their professional expertise, to both enhance and protect the reputation of the BPS.

Externally, the Communications Officer will liaise with representatives at all levels of the wide range of individuals and bodies with which the Society interacts. Communication will use all effective channels and consequently the post holder must be diplomatic, sensitive to the needs of others and how their actions might impact on the Society. Communications Officers also have a responsibility for contact with the media, reactively through all channels.

Within the Communications Team more widely, the post holder will have close working relationships with other team members to encourage upwards and sideways allocation of tasks associated with projects for which they have lead responsibility.

GENERAL REQUIREMENTS

You will also:

- Take on any training required for personal or professional development within your role
- Carry out your work in line with our policies and procedures
- Take on any additional duties that might be appropriately delegated to you

PERSON SPECIFICATION

Detailed below are the qualifications, experience, skills and knowledge needed for this role. The Essential criteria show the minimum requirements for the post to be carried out competently and effectively. The Desirable criteria are not essential but may be used to distinguish between applicants in a recruitment process.

	Essential/ desirable
Educational & professional qualifications	
Education preferably to degree level or equivalent, with post-qualification or equivalent experience in at least one of the following areas: communications/PR, media, journalism	E
Experience	
Experience of managing and developing content across a wide range of channels and audiences	E
Experience in communications or a fast-paced news environment	D
Knowledge	
Excellent understanding of how the media works and how to build relationships with journalists	E
Familiarity with professional practice developments in communications and the media	E
Appreciation of psychology and awareness of current HE/charities/science sectors	D
Skills	
Excellent communications skills, written, verbal and presentation	E
Well-developed influencing skills	E
Ability to work under pressure and to deadlines	E
Ability to work with people at all levels of an organisation	E
Adaptability to change	E
Proficient IT skills	E
Experience of using Dotdigital and a CMS, though training will be given if needed	D