

# WHAT'S THE ROLE?

## COMMUNICATIONS PLANNING MANAGER

As Communications Planning Manager you'll be reviewing all new incoming internal communications briefs, ensuring they have clear objectives, audiences, and timelines, and are aligned to organisational priorities and goals. You'll be responsible for leading as well as updating, when necessary, our briefing and communications team process.

You'll be responsible for workflows across the communications directorate, having oversight of capacity, prioritising and scheduling work accordingly. Additionally, you'll support annual business and resource planning; helping the organisation prioritise and understand the potential impact vs effort in business decisions.

## THIS ROLE WOULD BE GREAT FOR YOU, IF YOU HAVE...

- Developed, implemented and owned an improved communications briefing process.
- Acted as the first point of contact for all internal requests that come into the team.
- Managed team's workflow by having oversight of capacity, prioritising, and scheduling the workload and allocating resource accordingly.
- Used your comms experience and expertise to interrogate and refine briefs before handing over to specialists to implement and deliver.
- Worked closely with Studio Managers and Strategic Managers.
- Worked with brand and organisational strategy to understand when key brand moments are happening and take responsibility for resource planning and operational processes to ensure effective delivery.
- Worked with stakeholders like Fundraising, Corporate Partnerships, Research, and Support and Influencing teams to plan resource to fulfil their comms needs.
- Improved methods for analysing resource cost for projects and regular products.
- Supported annual business planning, helping senior staff understand the resource needed to meet objectives.

## WHO YOU ARE

- Exceptional project management and organisational skills.
- Exceptional stakeholder and relationship management:
  - Able to build rapport with people at multiple levels, winning support for your approach.
  - Able to manage conflicting priorities across teams and recommend solutions.
  - Able to challenge comms briefs to ensure we're using our resource effectively and in line with organisational priorities.
- Confidence to work autonomously as well as collaboratively.

- Innovative and solution oriented.
- Excellent communicator and confident decision maker.
- Solid marketing communications experience – understanding what information the team needs from the start to develop effective campaigns.
- Actively promotes our commitment to equity, diversity, inclusion and allyship.

# YOUR ROLE: THE NUTS AND BOLTS

**Your line manager:** Integrated Marketing Lead

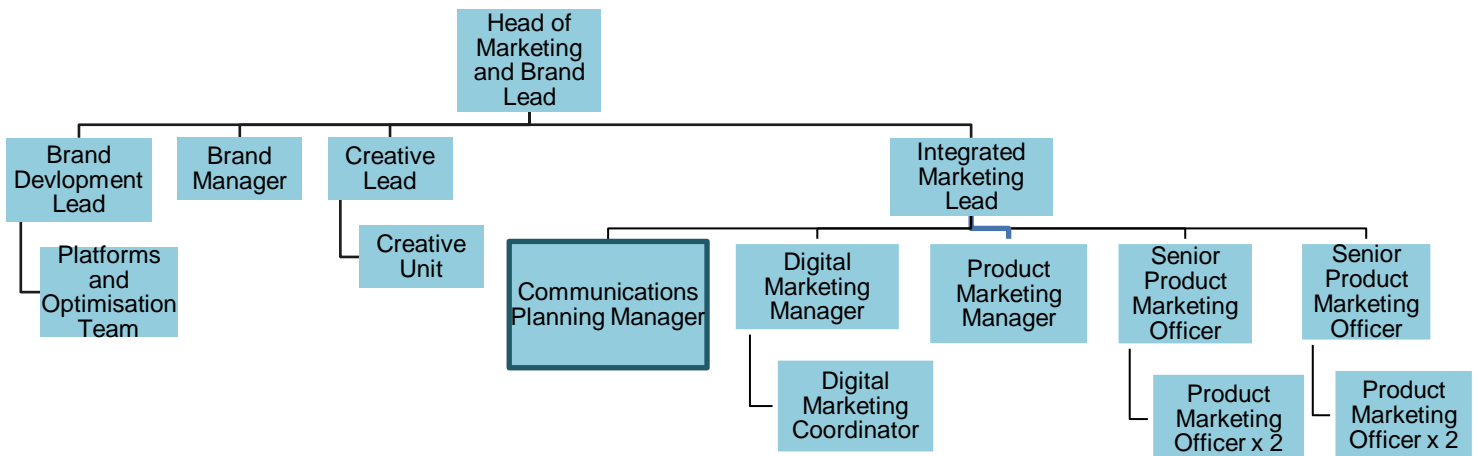
**Job level:** Band 4 - Manager

**Contract:** Fixed Term – 12 months

**Hours:** Full time; 37.5 hours per week - We're happy to consider requests for flexible and part-time working on hiring.

**Location:** Hybrid working – a combination of remote and in-person working at our London Bridge office. You'd need to be in the office at least once a month and we may need you to come in for specific meetings.

## WHERE DOES MY ROLE FIT IN THE ORGANISATION?

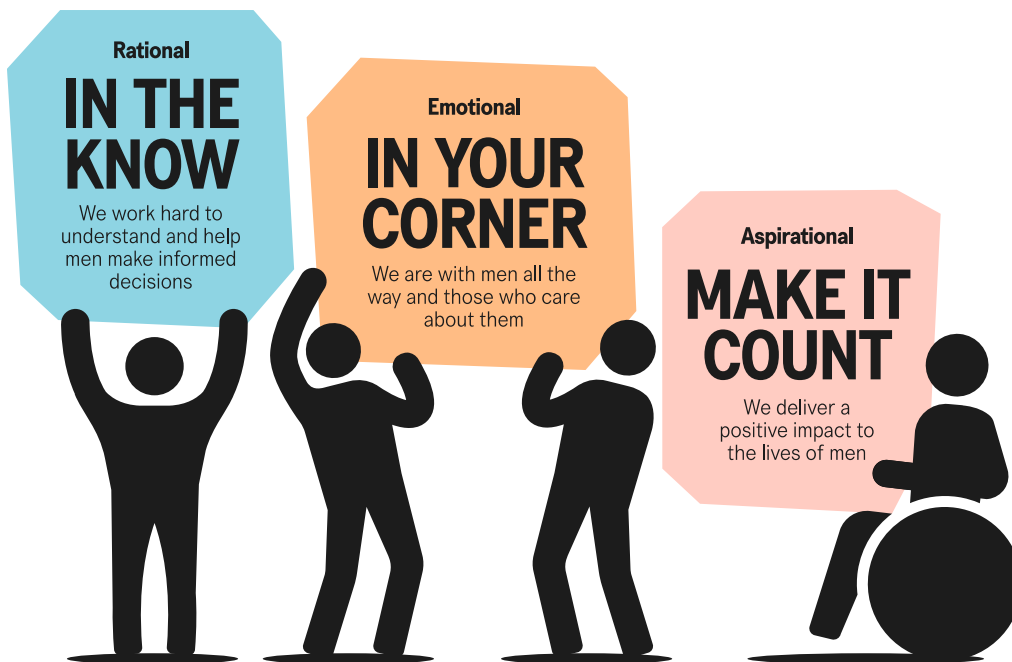


# OUR CULTURE

## VALUES AND BEHAVIOURS

Our values and behaviours help us make decisions, work together and guide the sorts of conversations we have on a day-to-day basis. They underpin our brand identity and give us a shared understanding of who we are and how we work together to create positive change, every day.

## OUR VALUES



## OUR BEHAVIOURS

RATIONAL	EMOTIONAL	ASPIRATIONAL
<b>GENEROUS WITH KNOWLEDGE</b> Switched on and well-connected, we share our expertise and make informed decisions.	<b>GOT YOUR BACK</b> Unembarrassed and reassuring, we listen, understand and stand up for those in need.	<b>DO WHAT MATTERS</b> Impossible to ignore, we focus on what matters to drive results and maximise our impact.
<b>NATURALLY CURIOUS</b> Constantly learning and hungry for knowledge, we challenge and push for answers.	<b>OPEN TO ALL</b> Inclusive and open-minded, we recognise everyone is unique and embrace different perspectives.	<b>NEVER SETTLE</b> Fired up and determined to make a difference in everything we do – and driven to give our best.

# HOW TO APPLY

To complete your application, you will be asked to upload your CV and complete the supporting information section through our application portal. Please fill in parts one and two of our application for your personal statement, both have an 8000-character limit. You may wish to use a method such as the '[STAR](#)' technique or similar. When completing the statements please ensure you clearly provide a full and relevant example of how the criteria apply.

## PART ONE

**Please address the core/essential skills, experience and competencies required using real examples where possible and tell us in what ways you are a good match for the role.**

This provides you with a great opportunity to showcase your knowledge, skills and experiences with the most important aspects of this role which will be used in reviewing and shortlisting applications:

- Exceptional project management and organisational skills.
- Exceptional stakeholder and relationship management:
  - Able to build rapport with people at multiple levels, winning support for your approach.
  - Able to manage conflicting priorities across teams and recommend solutions.
  - Able to challenge comms briefs to ensure we're using our resource effectively and in line with organisational priorities.
- Excellent communicator and confident decision maker.
- Solid marketing communications experience – understanding what information the team needs from the start to develop effective campaigns.

## Part two:

**Please provide us with any further supporting information that you feel will benefit your application. You may want to reference the values and behaviours sections.**

This provides you with a great opportunity to further support your application, showcase your understanding of the role and how you feel you will be able to contribute to the success of Prostate Cancer UK.

Apply via our [jobs page](#). If you require any adjustments or assistance, please email [hr@prostatecanceruk.org](mailto:hr@prostatecanceruk.org)

We look forward to receiving your application!