<table>
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<th><strong>Job Title:</strong> Communications Assistant</th>
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<td><strong>Reports to:</strong> Marketing &amp; Communication Manager</td>
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### Job Purpose
- Support the communications team
- Communicate the Institution’s messages to internal and external stakeholders
- Support the production of the range of printed and electronic material required by all departments of the Institution.
- Maintain the Institution’s current website and social media channels

### Key Contacts
- Stakeholders including media, governments, members and commercial organisers. Advertising, suppliers, marketing bodies and production companies. Region web / communication officers, Board and Council members

### Key Responsibilities
- Assist the Director of Communication and Marketing & Communications Manager in meeting organisational objectives, including enhancing the reputation and profile of the Institution
- Providing drafting support for the range of documents and media produced by the Institution
- Maintain the CIHT Website, including updating content, ongoing monitoring and proactively gaining input from other staff as necessary
- Support implementation of website projects / development
- Produce and coordinate content and distribution of e-newsletters
- News gathering and drafting for newsletters, website
- Create and source opinion pieces, news stories.
- Monitor and research information sources (e.g. informally and through web, news media, technical publications) to identify issues where the Institution should respond, reactively and proactively
- Acting as key liaison with external media sources
- Promoting the institution to internal and external stakeholders
- Support CIHT’s social media strategy including through Twitter, LinkedIn and YouTube
- Providing cover and support for the rest of the communications team
- Other duties within the competence of the job holder as required by the Institution

### Dimensions
- No line management or budgetary responsibilities

### Personal specifications

#### Essential
- A minimum of 1 year’s office experience
- Ability to work quickly and flexibly
- An appreciation of what is news
- Be a strong and confident overall communicator
- A passion for and experience of using social media channels
- Ability to produce engaging copy for multi-channel use
- Good understanding of Microsoft Office including Word, PowerPoint & Excel
- Initiative to develop and implement innovative solutions
- A willing approach to get involved in the wider work of the Institution
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<td>- Degree level education or equivalent</td>
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<td>- Knowledge and experience of using a Content Management System</td>
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<td>- Proof reading, copy editing skills</td>
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<td>- An eye for design</td>
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<td>- Minute writing and committee organisation skills</td>
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<td>- Ability to work across several teams</td>
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<td>- Experience of using a Customer Relationship Management system</td>
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