

Judicial Appointments Commission- Communications Manager, job description

The role

We are looking for a **Communications Manager** (HEO/IO) to join the Diversity and Engagement team. The Communications Manager will take the lead on a number of communications areas at the JAC for both internal and external audiences, as well as supporting the team (Diversity and Engagement) across other communications areas.

You will work closely with colleagues across the organisation to plan and implement outreach communications to attract high-quality judicial candidates from a wide range of backgrounds. You will create content, advise on the use of stakeholder communications channels and manage internal communication campaigns. You should relish the challenge of working in a small but dynamic team, collaborating with colleagues who are passionate about the JAC's mission. This is an exciting and varied role with many opportunities to be involved in new projects and initiatives.

About the JAC

The JAC is an independent body that selects candidates for judicial office in courts and tribunals in England and Wales, and for some tribunals with UK-wide jurisdiction. The JAC was set up in 2006 to maintain and strengthen judicial independence and to make the appointments process clearer and more accountable. Now in its 14th year, the JAC is recognised for its open, independent and merit-based selection of members of the judiciary. The JAC is committed to attracting applicants from as wide a field as possible and works closely with a range of organisations to promote vacancies to eligible candidates. More is on our website: www.judicialappointments.gov.uk

What you'll be doing

This role reports into the Senior Communications Manager and your main responsibilities will be to:

- Develop, implement and evaluate communications campaigns (outreach) for selection exercises, using a variety of channels to suit the audience and working with JAC staff and stakeholders
- Create written and visual content to support delivery and policy teams: for digital (including social media), print and internal channels, and distribute on JAC-owned channels as well as via external partners. This includes content for recruitment marketing campaigns, stakeholder events and communications for policy and change initiatives (including internal campaigns)
- Manage internal communications for the JAC, using internal channels to communicate with staff, commissioners and panel members, and provide advice to senior leaders on internal communications, such as advising on messaging
- Provide communications support such as managing the intranet, supporting the handling of media enquiries, media monitoring and creating content
- Regularly evaluate communications campaigns and activity, analysing findings and making recommendations for change and improvement
- Choose the best channels and formats for information and suggest ideas to reach relevant audiences

For the right person, there is scope to review and develop these responsibilities over time, for example to develop skills in other communications areas to support your professional development.

Expected skills and experience

This role is at Information Officer level (HEO-equivalent) and you will be expected to demonstrate the competencies in the Government Communication Service framework at IO level.

It is expected the successful applicant will have:

- Excellent written and verbal communication skills
- Excellent interpersonal skills and ability to build good working relationships with internal and external stakeholders
- Strong organisational skills with the ability to manage multiple projects with varied deadlines
- Strong team working skills and ability to work flexibly to support a small team
- Knowledge of different communications channels and tools and some ability to provide advice on the most appropriate channels depending on context and user needs

- Strong IT and digital skills

It is expected that the successful applicant will have the potential to build knowledge in the following areas:

- Producing written content for online or print
- Creating visual content for social media
- Knowledge of campaign planning using the [oasis model](#)
- Knowledge of evaluating communication campaigns, including using web analytics tools, and how to use this data to improve communications

For further information about the roles, please contact Francesca Morosini at Francesca.morosini@judicialappointments.gov.uk

Those applicants invited for interview will also be asked to complete a practical written exercise that reflects the work you might encounter in the role

In line with the Government Advice, during the COVID -19 situation, all staff in the JAC are working remotely, mainly from home. We expect that this will be the situation for some time, therefore applicants must have the ability to work remotely.

Application process

You will need to provide:

- Your CV
- A statement of suitability explaining (of not more than 250 words) the skills and experience you will bring to the role
- Written evidence of the following 3 behaviours:
 - **Communicating and influencing**
 - **Working together**
 - **Changing and improving**

Full information about civil service behaviours are available [here](#).

At interview you will be asked about three strengths: **Organiser; Explainer; Relationship builder**. You can find out more about strengths [here](#).

This job advert closes on **Monday 6th July**.

We expect interviews to be held remotely via Microsoft Teams from **Monday 20th July** onwards.

Successful candidates will undertake a short assessment, full details will be provided prior to interview.

Additional information

If you have further questions about this role, please contact the hiring manager Francesca Morosini, Senior communications manager:

Francesca.Morosini@judicialappointments.gov.uk