

 **Corporate Communications Advisor**

**£28,203 - £29,854 + Benefits**

We have a fantastic opportunity for a talented and experienced Corporate Communications Advisor to join us at an exciting time of change. We are looking for a dedicated and self-motivated communications professional who can confidently promote our brand. The role will require delivering a range of communications including planning, writing, editing, co-ordinating and publishing content for various channels, including the website, media, social media and print. This is the ideal post for a driven, strategic thinker who can creatively engage and influence internally and externally at all levels to support our vision of Creating the Safest Community**.**

**The Role**

The post holder will be responsible for developing and delivering effective internal and external communications as part of the corporate communications team. They will manage the content management systems for the website and intranet and assume responsibility for the social media platforms. They will also support the Corporate Communications Manager in the management of the team’s services.

**Required Skills/Experience:**

* Experience of working in a communications environment for a large organisation, ideally across multiple sites.
* Experience of providing communications advice to senior managers.
* Experience of working with multiple stakeholders both internally and externally.
* Experience of developing and implementing internal and external communications plans across a range of platforms.
* Experience of writing and producing communications materials for both internal and external stakeholders in a range of formats, e.g. press releases, articles, staff bulletins and social media postings.
* Experience of working with content management systems.
* Experience of working with online platforms in a professional environment, including websites, intranets and social media.
* Able to demonstrate effective writing skills for a range of platforms.
* Able to prioritise and work to specific deadlines.
* An ability to manage complex projects including monitoring and evaluation strategies.
* Must be able to work to a flexible working scheme, which may include some weekends/evenings.

**What we can offer you**

Tyne and Wear Fire and Rescue Service Headquarters are based in a purpose build office in Washington, with ample free parking and easy access from the A1 and A19. On site facilities, include catering facilities and an onsite gym. The role also benefits from an attractive benefits package, including up to 41 days holiday, Local Government Pension Scheme, and access to a range of social and volunteering opportunities.

Closing date: Friday 07 April 2017 at 12 noon.

Assessments and Interviews will take place in the week commencing: 10 April 2017.

Please visit <https://www.northeastjobs.org.uk> to apply for this role.

We positively welcome applications from all individuals within the community particularly those who are from under-represented groups.

Working towards equality and diversity for the community we serve.

