

JOB DESCRIPTION

BALPA Communications Officer (Internal)

27 January 2020

Summary

- BALPA is seeking to employ a new Communications Officer to work within our Communications & External Relations (CERC) team.
- The Communications & External Relations department will have two Communications Officers reporting to the head of the department. The two roles' responsibilities will be broadly divided into internal communications and external communications respectively.
- This role will be to support the team's internal communications functions, focussing especially on member communications, including coordination of our quarterly in-house journal and other member communications products
- The role will also be responsible for providing support to the rest of the CERC team in the delivery of their other functions such as external (media) communications and external relations and campaigns.

Main Duties

- 1) Supporting the production cycle of The Log, BALPA's quarterly magazine, which involves managing the production process, collating content, ensuring deadlines are met and providing administrative support to the Log Editorial Board.
- 2) Collation of material for and distribution of email member communication products (in particular Flight Safety Spotlight and On The Radar)
- 3) Providing in-house design expertise on various communications initiatives such as posters, flyers, leaflets and booklets.
- 4) Providing in-house writing and communications skills expertise.
- 5) Being the coordinator and main point of contact for our newsletter client provider.
- 6) Writing articles for various internal and external audiences and channels.
- 7) Maintenance of a number of internal databases and filing systems.
- 8) To be a point of contact for media queries in conjunction with the Communications Officer (External), including some out-of-hours work. (Training in this aspect of the position can be provided as needed)

Other

- 9) To deputise for the head of department as needed.
- 10) To assist the head of department with public affairs, campaigning and event planning as needed.
- 11) Undertake other duties to support the Communications & External Relations team as may be assigned from time to time by the head of the department and the General Secretary.

Report Line

Head of Communications & External Relations