



# PUBLIC PRACTICE

COMMUNICATIONS  
MANAGER

SALARY	£25,000 - £45,000 FTE (based on experience)
TERM	Permanent
HOURS	Part-time / full-time (0.6 - 1.0 FTE)
LEAVE	30 days annual leave plus bank holidays
START	1 April 2019 (subject to notice period)
LOCATION	Urban Innovation Centre, 1 Sekforde St, EC1R 0BE

## WHY WE ARE HIRING

Public Practice is building a new movement to rediscover the potential of public planning and rethink the role of local government. In just over a year we have supported public authorities across London and the wider South East to plan more proactively and improve the way they work with, and for, communities.

The momentum we have generated means we are now doubling the size of our programme and exploring promising opportunities to expand into other areas. At this exciting time for the organisation we are looking to appoint a Communications Manager, either on a full or part-time basis.

## THE ROLE

Public Practice's mission is to improve the quality and equality of everyday places. We do this by changing perceptions of public service, building public sector capacity, and enabling proactive public planning. The Communications Manager will lead on our communications and advocacy to change perceptions of public service.

You will be leading on designing and delivering our communications strategy and events programme from our London headquarters. Your role will involve communicating Public Practice's work to a wide range of audiences, and you will be placed at the heart of the action - working directly with the Director of Operations and CEO.

This is an excellent opportunity to join the team as our programme expands, and be part of an ambitious and growing social enterprise. Your key responsibilities will be to:

#### MANAGE OUR PUBLIC PRESENCE AND VOICE

You'll lead on growing and developing our external reach across multiple channels, including creatively managing press coverage, speaking opportunities, website and social media.

#### CREATE AND COMMISSION CONTENT

You will lead on drafting copy, essays and articles that help to change perceptions of public planning, as well as oversee the production of materials by our Associates, Authorities, Team, and commission creative content from our suppliers. You'll be on the lookout for good stories of interest to our key audiences, and opportunities to collaborate on articles and publications..

#### MANAGE OUR COMMUNITY OF ASSOCIATES, ALUMNI AND SUPPORTERS

You'll be responsible for managing the way we communicate with our networks, including current Associates, alumni, potential applicants, supporters and collaborators, making sure they are kept up-to-date with our latest news.

#### CURATE AND DELIVER OUR PROGRAMME OF EVENTS

You will lead on the design and production of our regular events, including bi-annual Public Forums, In Public talk series, open evenings, fringe events, seminars and roundtables.

#### HELP SHAPE OUR GROWTH

You'll work collaboratively with the team to come up with ideas for how we grow, test new processes, and suggest improvements to the way we work.

## ABOUT YOU

We are looking for someone with experience in communications and event management who can help take a leading role in delivering our communications strategy. You will have strong copywriting skills and a creative approach to curating our different media channels and events. The position would suit someone who has experience or interest in communications, architecture, urbanism, planning, journalism, events management, curation or other similar fields.

### Key skills and attributes:

- Committed to working for the public good
- Strong organisational skills, with a focus on delivering to high standards
- Self-starter, resourceful and shows good initiative
- Highly organised and able to prioritise
- Excellent editorial and copywriting skills
- Good storyteller and able to produce compelling content

### Background and experience:

- Experience producing and curating events
- Previous editorial or journalism experience
- Knowledge of the built environment sector
- Background in media and communications

Only applicants who have the right to work in the UK or have a valid visa or work permit at the time of application will be considered for this role.

## WORKING AT PUBLIC PRACTICE

Public Practice is a young not-for-profit social enterprise with strong leadership and governance. You will be working with a high profile Board chaired by Jules Pipe, Deputy Mayor of London. We are based in a great office in the Urban Innovation Centre in Clerkenwell, in the heart of London. We provide 30 days holiday per annum (FTE) exclusive of bank holidays. Public Practice aims to be an inclusive employer and are happy to consider flexible working arrangements. We provide a 4% employer's pension contribution, a healthy staff training budget and a supportive team environment with regular social team gatherings and events.

## HOW TO APPLY

To apply please send your CV and insert a covering letter of no more than 500 words setting out who you are, why you want this job, what you can bring to Public Practice via [practice-public.workable.com](https://practice-public.workable.com). Please note we do not accept applications outside of this system.

The deadline for applications is 10:00am on Monday 18 February 2019. Interviews will be held on the week commencing 25 February. It is hoped the successful candidate will be informed by 28 February and start in post 1 April 2019, subject to notice periods.

Public Practice is committed to being an equal opportunities employer, and we value the diversity of perspectives that people from different backgrounds bring to our work. We positively encourage applications from eligible candidates regardless of age, disability, gender identification, ethnicity, marital status, pregnancy and maternity, race, religion or belief or sexual orientation.

## FURTHER DETAILS

Visit our website for more details about who we are and what we do: [www.publicpractice.org.uk](http://www.publicpractice.org.uk). For any queries about working for Public Practice please contact [work@publicpractice.org.uk](mailto:work@publicpractice.org.uk).