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# COMMUNICATIONS OFFICER

## *Recruitment Pack*



The Institute for  
Research in Schools

[www.researchinschools.org](http://www.researchinschools.org)

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# Communications Officer

## *Recruitment Pack- June 2022*

**Role:** Communications Officer

**Responsible to:** Communications Manager

**Working hours:** 37.5 hours per week

**Location:** Home-based with some travel throughout the UK

**Benefits:** £27,000pa + 10% pension + 30 days leave

The Institute for Research in Schools is seeking to appoint a Communications Officer to provide support to our communications and marketing work.

Under the management of the Communications Manager, the Communications Officer will help to ensure the highest standard of effective communications, strengthening our relationship with schools and partners, in support of the delivery of IRIS's strategic objectives.

The Communications Officer will work closely with colleagues and external partners in delivery of their duties. The ideal candidate will bring experience from a similar communications role, have a track record in delivering high quality communications content and have good knowledge of social media platforms and digital marketing.

Key internal relationships for this role will be:

- Communications Manager: supporting the development and delivery of communications and marketing plans each year.
- Head of Engagement: supporting the identification of communications plans for the recruitment and retention of schools; supporting the delivery of a programme of regional student research conferences each year.
- Development Manager: supporting the development and delivery of fundraising materials in line with fundraising plans.

The right candidate will be passionate about social mobility and have the desire to capture talent and break down barriers that impact young people, particularly those from underrepresented groups, in STEM. The Communications Officer will play an important part in ensuring that IRIS is able to develop its services so that the next generation have good career opportunities in STEM and can contribute to establishing the UK as a 'science superpower'.

This is an exciting time to be joining IRIS. After a period of sustained growth and development we are on the verge of moving into a position where we will be able to



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influence and inform practice and policy across the UK, reaching many thousands of young people. This role will help us achieve our mission in the coming years.

We are keen to recruit from as wide a talent pool as possible, in terms of both personal and professional background. We welcome applications from any individuals regardless of age, sex, disability, ethnicity, gender or personal circumstances.

## **About IRIS**

The Institute for Research in Schools (IRIS) was founded on the belief that young people have the capacity to change the world. If their education empowers them with the right tools, school-aged students can contribute to the community of scientific research right now.

Despite the evolution of IRIS over the last few years, this founding belief continues to be central to what we do. Our mission is to change the culture in UK education so that authentic research and innovation is part of every young person's experience. We do this by:

- Creating opportunities for students to participate in cutting-edge STEM research and collaborate with leading universities and institutions while still at school
- Evidencing the impact of students carrying out research while still at school
- Facilitating a research culture by influencing and demonstrating best practice of STEM research and innovation in schools.

As a charity, everything we do is driven by our moral purpose; to capture talent and break down barriers that impact underrepresented young people in STEM.

## **How to apply**

We are inviting application via submission of an up-to-date Curriculum Vitae along with a letter of application. Each should be no longer than 3 sides of A4 with a font size no smaller than 11pt. All applications should be accompanied by a completed Diversity Monitoring form.

Applications should address:

- Why the candidate wishes to take on this role.
- What they can bring to the post.
- How they meet the criteria as stated in the job description and person specification.

If you wish to have an informal conversation about the role prior to applying, please contact Jennifer Storemski, Communications Manager by email at



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[info@researchinschools.org](mailto:info@researchinschools.org) ensuring that the subject of your email is ‘Communications Officer Recruitment.’

The key dates to note for the recruitment process:

- **6<sup>th</sup> July 2022:** Deadline for applications, which should be emailed to [info@researchinschools.org](mailto:info@researchinschools.org) with the subject heading IRIS – Communications Manager.
- **8<sup>th</sup> July 2022:** Candidates will be notified of their invitation to interview. If you have not received an invitation to interview by this date you should assume that you have not been shortlisted.
- **13<sup>th</sup> July 2022:** formal interviews for all shortlisted candidates which will take place in London.

Please note that all candidates must have the right to live and work in the UK. The successful candidate will be employed under UK law. Appointment will be contingent on a satisfactory Enhanced DBS check.



<b>Job Description</b>	<b>Communications Officer</b>
<b>Responsible to</b>	<b>Communications Manager</b>
<b>Working hours</b>	<b>37.5 hours per week</b>
<b>Benefits</b>	<b>£27,000 + 10% pension + 30 days leave</b>
<b>Purpose of the Job:</b> Supports IRIS's communications work, ensuring the highest standard of effective communications and marketing, strengthening our relationship with schools and partners, in support of the delivery of IRIS's strategic objectives.	
<b>Main Duties</b> <i>(to be defined and summarised in bullet points – examples below)</i>	
<b><u>School Engagement</u></b>	
<ul style="list-style-type: none"> <li>• Work with colleagues to identify communications support required and develop a plan for the year which includes school recruitment and retention.</li> <li>• Liaise with schools to identify strong stories and channel them to colleagues for wider distribution.</li> <li>• Issue monthly emails to schools.</li> <li>• Support the delivery of school engagement webinars.</li> <li>• Support the review and development of project materials.</li> <li>• Promote new projects to schools.</li> <li>• Support wider school events throughout the year, coordinating activities with colleagues.</li> <li>• Develop and create content as required.</li> </ul>	
<b><u>Communications Media Management</u></b>	
<ul style="list-style-type: none"> <li>• Work with colleagues to define an annual plan for communications media content outputs.</li> <li>• Work with in-house photographer and film maker to coordinate activities to deliver planned film and photography content.</li> <li>• Build a film and photography library alongside a record of associated consents in line with GDPR.</li> <li>• Work with the Communications Manager, Head of Engagement and Graphic Designer to develop ideas and execute a 'welcome back' schools pack for teachers.</li> <li>• Upload school materials onto the IRIS website for each academic year.</li> </ul>	
<b><u>Events Support</u></b>	
<ul style="list-style-type: none"> <li>• Liaise with colleagues to identify and deliver a regional conferences communications plan for schools.</li> <li>• Prepare and maintain a webpage with regional conference information for schools.</li> <li>• Support the development of films which support conferences and communications content for regional conferences.</li> <li>• Support the delivery of regional conferences.</li> <li>• Support PR efforts during regional conference, contributing to story ideas and drafting materials.</li> <li>• Liaise with colleagues to identify and deliver an IRIS Awards communications plan for schools.</li> </ul>	
<b><u>Planning, Monitoring &amp; Evaluation</u></b>	
<ul style="list-style-type: none"> <li>• Ensure that records are kept of all contact with schools and suppliers.</li> <li>• Ensure that records of all media consents are well maintained and up to date.</li> <li>• Produce monthly web activity reports.</li> <li>• Work closely with colleagues to ensure projects are aligned and on track.</li> <li>• Develop and execute a plan for evaluating the effectiveness of communications to schools, liaising with the Evaluation Lead on this.</li> <li>• Support wider communications as needed.</li> </ul>	
<b>This is not an exhaustive list of all of the duties that may need to be undertaken. It may be necessary to undertake other duties in order to fulfil the objectives of the charity</b>	



<b>Personal Specification</b>	<b>Communications Officer</b>	
<b>Criteria</b>	<b>Essential attributes</b>	<b>Assessment</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum education to Degree level</li> <li>• High standard of written and spoken English</li> </ul>	Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years' experience in a communications role.</li> <li>• Experience of developing and delivering communications plans.</li> <li>• Track record in developing and delivering high quality communications content.</li> <li>• Experience in supporting events.</li> <li>• Experience of working within a team</li> </ul>	Application / Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of content management systems.</li> <li>• Knowledge of social media platforms, web analytic tools and digital marketing.</li> <li>• An understanding of charitable organisations.</li> </ul>	Application / Interview
<b>Skills &amp; Competences</b>	<ul style="list-style-type: none"> <li>• Written and verbal communications.</li> <li>• Interpersonal communications.</li> <li>• Organisation and time management.</li> <li>• Ability to communicate effectively and confidently at all levels.</li> <li>• Proficiency in content creation tools, such as Microsoft office, Adobe, etc.</li> <li>• Able to interpret data and trends.</li> <li>• Ability to work from own initiative</li> <li>• Ability to prioritise and adapt to a flexible approach to working</li> <li>• Ability to maintain consistency throughout all work</li> </ul>	Application / Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Multitasker accustomed to prioritising work schedules and working to tight deadlines</li> <li>• Attention to detail.</li> <li>• Willing to work at all levels and adaptable to the situation or task in hand</li> <li>• Personal drive, energy, integrity, adaptability and responsibility</li> <li>• Polite, friendly and approachable manner</li> <li>• Ability to promote a professional image of the Institute at all times</li> </ul>	Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able and willing to work outside normal office hours, including weekends</li> <li>• Able and willing to travel within the UK to support the Institute's work</li> </ul>	Application / Interview

