



## **Communications Officer**

Asia House is increasing its communications activity across all channels to further elevate our profile and engage more effectively with our stakeholders.

### **Person specification**

We are seeking an enthusiastic Communications Officer with excellent writing skills to help generate and share content in support of Asia House's events and research programmes. The role will suit someone early in their PR career looking for more responsibility and the chance to have an impact in a growing organisation.

This diverse role includes writing a range of content, from press releases to tweets; publishing content to the Asia House websites; creating digital newsletters; helping to manage social media accounts; supporting with media enquiries; and engaging with video production and editing.

Working closely with the Communications Manager, the successful candidate will enjoy considerable responsibility and the chance to have a major impact in developing the Asia House brand as we pursue an increasingly ambitious agenda. We are looking for someone with new ideas for how we can enhance our communications activity, and the confidence to share them.

### **Skills and experience**

- At least one year's experience working in communications, journalism or the creative industries, or other relevant experience
- Excellent writing skills. Writing will be integral to this role, so if you do not enjoy writing, this opportunity may not be for you
- Excellent communications skills, both interpersonal and written, with a good attention to detail
- Experience in web publishing and using content management systems
- An interest in social media and innovation in online communications
- Excellent organisational and timekeeping skills
- Graphic design skills would be advantageous
- Enthusiasm for Asian affairs, culture, and international relations
- A knowledge of video production, including filming and editing skills, would be beneficial

## **Job description**

Key duties (training will be provided where needed)

- Writing a range of material in support of Asia House's communications activity, including news articles, blog posts, and event collateral
- Creating, distributing, and measuring digital communications, such as newsletters, using platforms such as Mailchimp
- Editing/resizing images and videos and uploading them to the Asia House websites and channels
- Proofreading copy and marketing materials
- Assisting in managing and developing Asia House's social media channels
- Supporting in the coverage of Asia House events, including filming and editing videos and photography where required
- Assisting in media relations activities such as sourcing media clippings and maintaining media lists
- Taking an active interest and role in Asia House's events and serving as an ambassador for the organisation
- Providing support to the Communications Manager where necessary
- Other duties appropriate to the role

This is a full-time position reporting to the Communications Manager

**Salary:** circa £24,000 (depending on experience)

**Annual Leave:** 22 days + Bank Holidays

**Additional:** Life Insurance, Pension, Private Medical Insurance

## **About Asia House**

Asia House is the Centre of Expertise on Asia. We drive political and economic engagement between Europe and Asia through our high-profile events programme featuring thought-leaders from governments and the private sector; through our research activity; and through our advisory services. We also support a vibrant Arts and Learning Programme.

[asiahouse.org](http://asiahouse.org)

## **How to apply**

Please send a CV and cover letter, outlining why you are suitable for this role, to [recruitment@asiahouse.co.uk](mailto:recruitment@asiahouse.co.uk)

**Closing date:** 5 August 2018