

**JOB DESCRIPTION**  
**CREST Communications Director**  
**Vacancy Ref: A2721-R**

<b>Job Title:</b> Communications Director	<b>Present Grade:</b> 7
<b>Department/College:</b> Centre for Research and Evidence on Security Threats (CREST)	
<b>Directly responsible to:</b> CREST Executive Director	
<b>Supervisory responsibility for:</b> CREST Communications and Marketing Officer	
<p><b>Other contacts</b></p> <ul style="list-style-type: none"> <li>• <b>Internal:</b> Colleagues and students in the Centre for Research and Evidence on Security Threats, the contributing Faculties and Security Lancaster, together with providers of student support services, the Library, ISS, central administration and other relevant university actors.</li> <li>• <b>External:</b> Relevant research funding bodies, professional bodies, employers, business organisations, local, UK and international government stakeholders, academic and research networks.</li> </ul>	
<p><b>Major Duties:</b></p> <p>The Communications Director leads the communication and translation activities of the Centre for Research and Evidence on Security Threats (CREST). CREST is a £7.23M ESRC centre funded in part by the UK security and intelligence agencies. The Communications Director leads activities that deliver transparent, targeted and useful publications on research across all of CREST's partner universities. These publications include short guides, longer expert reports, multimedia content, and a quarterly magazine. The Director leads on formation of the communication strategy, management of the communications team and its production and budgeting.</p> <p>The Communications Director will help formulate the strategy of CREST through their role as a member of CREST's management team, and they also sit on the Security Research Ethics Committee. The Communications Director supports the Executive Director and research project leads in all aspects of the planning and management of CREST public outputs and is also responsible for ensuring that such outputs conform to contractual requirements.</p> <p>The Communications Director is responsible for a Marketing and Communications officer, as well as contracted staff including designers and science writers, whose main functions are:</p> <ol style="list-style-type: none"> <li>(1) Lead the data gathering and writing of thematic reviews and other forms of knowledge synthesis (including reviewing previous research, meeting with researchers and stakeholders, drafting, disseminating).</li> <li>(2) Plan, edit, write and solicit contributions for CREST's own website, the 'RadicalisationResearch.org' website and the quarterly magazine, CREST Security Review (CSR).</li> <li>(3) Prepare policy briefings and generate research resources for policy makers.</li> <li>(4) Co-organise (with Executive Director, Centre Manager and relevant Co-Is) and attend seminars, showcase events and conferences for researchers and stakeholders.</li> <li>(5) Network and meet with external stakeholders and with co-researchers in cognate centres, such as Security Lancaster and the Institute for Social Futures.</li> <li>(6) Participate in and contribute more broadly to the work of the Centre.</li> </ol> <p><b>Key Responsibilities</b></p> <p>Staff Management</p> <ul style="list-style-type: none"> <li>• Leading and motivating a team that will deliver excellent published outputs and public communications for the entire range of CREST activities.</li> <li>• Managing and developing communications staff.</li> <li>• Encouraging staff development and career opportunities for communications and marketing officer.</li> </ul>	

### Organisational Excellence

- Managing communication and engagement dedicated to guides, reports, videos, web-content, toolkits and training material for strategy-leads and practitioners across government, police and security sectors.
- Promoting and developing best practice in communication of academic research.
- Ongoing engagement, with Research to Practice Fellows, stakeholders and researchers to plan face-to-face communication of research, stakeholder input into research projects and feedback on publications.

### Strategy

- Being a member of CREST's Leadership Team, Core Management Team and Advisory Board.
- Providing management information, e.g., KPI data on communications outputs, media reach, workload and publication planning, to better inform decision making on resource allocation.
- Being a member of the Security Research Ethics Committee.

### Media relations

- Supporting Lancaster, ESRC and the CREST partner-university's press offices to maximize their research output to international media.
- Planning and responding to media enquiries, seeding, developing and creating content for media coverage.
- Liaising with government stakeholder media departments to manage risk and opportunities arising from media engagement.

### Translation and Communication

- Providing advice and information on communication of research to researchers and CREST leadership.
- Providing procedures for, and facilitating with, stakeholder engagement with CREST publications and research.
- Leading on editing and translation of research for CREST, ensuring all CREST publications are clear, useful and targeted at the identified key audiences.
- Ensuring CREST communications channels are innovative and keeping abreast of best practice at reaching core CREST audiences.
- Providing procedures for, and soliciting on feedback from, academic, public and stakeholder audiences to ensure CREST publications are relevant and cutting edge.

### Resources

- The management of team and contracted resources and utilization of websites and other communication channels to maximize public and specialist awareness of CREST research.
- Supporting the development of CREST's research and engagement strategy.

### Support

- The Communications Director is responsible for providing support to the Director, Deputy Director, Executive Director and project leads in relation to internal management and communication issues and external activities such as networking and stakeholder relationships.
- The Communications Director also provides communications support and advice to strategic-leads at the funding- and non-funding stakeholders.