

JOB DESCRIPTION
Communications Coordinator
Vacancy Ref: N2541

Job Title: Communications Coordinator	Grade: 5S
Department/College: Communications	
Directly responsible to: Head of Communications	
Supervisory responsibility for: N/A	
Other contacts	
<p>Internal: communications and marketing team, professional services, staff, communications leads in faculties and departments, academics, students</p> <p>External: media contacts, photographers, university press offices and organisations</p>	
Major Duties:	
<p>To provide high level administrative support for the University's communications team. This spans media engagement, research communications, staff and student communications and social media.</p>	
<u>News monitoring and reporting</u>	
<ul style="list-style-type: none"> • Production of regular high quality internal media reports • News monitoring and recording 	
<u>News coordination and content</u>	
<ul style="list-style-type: none"> • Prepare and load content for the university's main channels including staff/student portals, website, campus e-screens and social media • Manage the university's news site • Select and prepare high quality images for use on the university channels • Assisting in the creation of promotional videos 	
<u>Support for the University's TV and radio studio</u>	
<ul style="list-style-type: none"> • Liaising with academics and TV journalists to set up interviews • Manage bookings to the radio booth 	
<u>Other communications</u>	
<ul style="list-style-type: none"> • Support the team with internal and external campaigns and content • Organise media visits to campus • Other administrative tasks relevant to the grade 	