**Job Title: Communications Manager**

**Contract type:** Interim (immediate start to 31 July 2020 with possibility to move to permanent position)
Full time

**Salary Range:** £33,695 to £36,499 including London Weightingplus generous pension contribution

**Location:** Central London (close to Angel station)

**UKCISA**

**About us**

The UK Council for International Student Affairs (UKCISA) has worked for over 50 years to support international students and the institutions, students' unions and organisations who work closely with them.

As well as giving advice direct to students, we support our members by providing training, up-to-date guidance about immigration rules and information about the wider student experience. By working collaboratively with our members we are able to raise areas of concern with government departments and raise awareness of the benefits that international students bring to the UK in the wider media.

We're a small organisation of 17 staff based in London, but have nearly 500 institutional members. Our membership includes every university in the UK, many FE colleges, independent schools and students' unions. Our income of £1.5 million comes from a range of sources: membership subscriptions, training courses, conferences and grant funding.

You will report to the Director of Policy and Services and join the Policy and Services team which comprises of: Membership Manager and Assistant, Communications Manager and Assistant, Training and Events Coordinator and Publications Officer. But as Communications Manager you will work closely with all colleagues across the organization.

**Main purpose of the role:**

This as an exciting opportunity for an experienced Communications Manager looking for a varied and challenging role to develop their career in interim communications or with a track record in interim communications.

You will join UKCISA at a critical period following the launch of UKCISA’s three-year strategy in January 2020. You will lead on our work to profile the contributions international students and our members make to UK education and raise awareness of UKCISA as an organisation. You will work collaboratively with the Strategic Partnerships Lead on the #WeAreInternational campaign and Student Ambassador programme. You will lead on the publication of the annual review. This post will also support a range of planned new activities to support and engage UKCISA’s members (including Students’ Unions) as well as numerous training events and seminars and the key event of the year: UKCISA’s annual conference.

**Main tasks:**

**Strategic**

* Devise a communications plan to support the implementation of UKCISA’s organisational strategy.
* Identify media opportunities to raise awareness of UKCISA’s aims and objectives and

promote international education in the UK.

* Work with the Strategic Partnership Lead to ensure all #WeAreInternational activities are in line with its mission statement and the core campaign values as an independent and collective voice advocating for international students and global education.
* Line manage communications assistant.

**External communications**

* Collaborate with UKCISA’s partner and member organisations’ activity on sector-wide issues (eg,Brexit)
* Content planning and oversight of UKCISA’s social media activity (Twitter, Facebook, Linked In and Instagram).
* Work closely with Chief Executive on press statements and briefings.
* Collaborate with Strategic Partnerships Lead to ensure success of #WeAreInternational campaign and Student Ambassadors programme including communication activities for #WeAreInternational awards.
* Lead, identify, collate and shape content for UKCISA’s annual review.
* Collaborate with UKCISA colleagues to devise and deliver effective communication activities in support of UKCISA’s membership activities, Student Ambassador programme, training, events and annual conference (including attendance at some events).
* Work alongside membership colleagues on members’ surveys, analysis and reporting.
* Support Advice and Training team in UKCISA’s lobbying work by gathering data (eg, short surveys) from members on issues impacting the international student experience (for example student immigration rule changes).

**Internal communications**

* Build and maintain strong working relationships across UKCISA to enhance internal communications and inform external communications.
* Work closely with Project Manager on communications requirements and website integration with CRM (Microsoft Dynamics) (implementation project to be completed by Summer 2020).
* Analyse and evaluate the UKCISA website and social media usage to provide quarterly reports to the Senior Management team and strategies to expand reach and impact.

**Project Management**

* Work with colleagues and members to user test and identify improvement projects for the UKCISA website (public, members’ area and UKCISA online manual).