



## COMMUNICATIONS OFFICER (PART TIME)

London, UK

### COMPANY DESCRIPTION

Founded eighteen years ago, Bellevue Education is a world-class group of schools dedicated to providing the best possible education to children and students aged from 1 to 19 years. Each Bellevue school is run independently, but are united by the same values and commitments to innovation in teaching; investments in teachers, buildings and technology; and exceptional academic results as a natural outcome of a focus on instilling a lifelong love of learning. Bellevue schools are warm, happy and dynamic environments where students are encouraged to aim high, and where they will find everything they need to succeed. The group consists of 21 schools across the UK, in Switzerland and France, with headquarters in London, UK.

### JOB DESCRIPTION

We are seeking a talented communications specialist to lead the internal and external communication strategy of the Group. This is a part time role, ideal for someone who might have previously worked in journalism or held a senior role in a communications team. It is a new role, and an exciting time to join the Group.

The position requires a flexible and goal driven “all-rounder” with an entrepreneurial spirit, a strong work ethic and a drive to help build the Group’s brand identity and communication strategy. We are looking for a person who is self-motivated and creative, with excellent writing skills.

Working in close partnership with the Group’s leadership, Education Directors and marketing team, you will lead on the Group’s annual communications and PR plans and strategic initiatives, ensuring effective internal and external stakeholder relationship management.

This is a part-time position, 3-4 days a week.

Start date: ASAP and by November 2021.

The role will be based in our offices in central London (Waterloo).

### THE COMMUNICATIONS OFFICER IS EXPECTED TO

- Design an annual communications and PR plan for the Group that encompasses internal and external stakeholders
- Collaborate with key stakeholders in our central team and across the Group on communications and PR initiatives
- Ensure a strong Group brand message and positioning/differentiation through a clear communication mix
- Write, edit, and distribute content, including publications, press releases, website content, annual reports, and other marketing material that provides information on the Group, its schools, activities and initiatives
- Manage the Group’s website, listings and social media channels
- Manage and respond to media enquiries, including playing a lead role in any crisis response situation
- Establish and maintain effective relationships with journalists, and maintain a media database
- Seek opportunities to enhance the reputation of the Group and its schools, and coordinate events as required



- Work closely with the Group Marketing Manager and Education Directors on developing and coordinating groupwide events and initiatives that enhance the parent, pupil and staff experience across our schools
- Produce monthly KPI reports on the Group's communications performance

#### **QUALIFICATIONS AND REQUIREMENTS**

- Extensive work experience in communication and PR. It is desirable that you have previously worked as a journalist or in a senior communications role
- managing communications and PR plans for different types of organisations
- Proven track record of leading and executing successful communication and PR initiatives
- Excellent communication skills with fluency in English
- A team player with strong interpersonal and communications skills
- Organised and able to keep on top of many details and prioritise effectively
- Creative with excellent writing, editing and proof-reading skills
- Working knowledge of using online content management programmes
- You have gotten a bachelor degree or completed an education, ideally within communication, journalism or related field
- You are an all-rounder and you enjoy doing daily administrative routines as much as creating new communications and events ideas or finding solutions to problems

#### **RENUMERATION**

- Salary: Up to £45,000 FTE per annum depending on experience and hours agreed, and whether term time only or year round role
- Contribution to pension scheme
- Private health care
- Professional training and development opportunities
- Up to 22 days annual leave depending on hours agreed and whether term time only/year round

#### **APPLICATION AND DEADLINE**

Please submit your cover letter and CV to Lisa Havdahl, [lhavdahl@blvue.com](mailto:lhavdahl@blvue.com) by **4 October 2021**.