

## **Job Description:** Communications Officer

### **Job summary:**

Working within the Communications and Partnerships teams, the Communications Officer will be responsible for producing high-quality and compelling communications to promote and protect Steps' brand.

### **Job responsibilities:**

- Work with the Director of Communications and the Director of Partnerships to plan and implement communications programmes, working through multiple channels including media, staff newsletters, blog posts, video and social media.
- Develop effective relationships with Steps Partnership teams, and with external corporate partners, in order to identify and deliver on communications needs.
- Assist our BU's to win new partnerships by reviewing applications and producing bespoke assets required for pitching.
- Prepare, write, and issue regional and national press releases relating to Steps' impact, bringing the organisation's expertise and key messages to the forefront.
- Proactively work with the Director of Communications and the Director of Partnerships, and the Employment and Educations teams to identify additional communications opportunities to be delivered via, or in partnership with, our Corporate Partners.
- Develop effective working relationships with relevant members of the media; respond promptly to queries, including occasional out-of-hours queries.
- Facilitate news filming and photography requests.
- Liaise with Steps' spokespeople, the public, scientists, journalists, freelancers, Steps colleagues, Board of Advisors, Patrons, other social enterprises and organisations, as appropriate.
- Monitor relevant media coverage; keep up to date with social, scientific and social sector issues which could benefit, or have relevance to, Steps.
- Attend and/or organise appropriate meetings and events – these will require some travel and occasional unsociable hours
- To manage internal communications, corporate marketing and communication collateral management. This includes communication of company policies, updating of company websites and contributing to company internal publications.
- To collate all Human Resource headcount reports, organisation charts, staff turnover etc
- To compile any related labour policies and regulations so that the information can be shared on a common platform.

## Qualifications

- Candidate must possess at least Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Business Studies/Administration/Management, Mass Communications, Marketing or equivalent
- At least 3 years of working experience in the related field is required for this position
- Meticulous, resourceful, creative and a team player
- Excellent written, verbal communication and presentation skills
- Must have content and website management experience
- Possess IT savvy skills and creative in designing would be a bonus
- An eye for detail and appeal to the mass appeal in order to create company brand awareness presence in the social media platform etc....
- Very versatile in the creative marketing abilities

## Benefits

- Salary range: 30,000 - 40,000 THB (depending on experience)
- Health insurance
- 3 weeks of paid holiday
- Be part of an innovative, award winning social enterprise