



<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Project Communications and Engagement Officer
<b>Department</b>	Barbican Centre, Communications
<b>Grade</b>	C
<b>Location</b>	Barbican Centre
<b>Responsible to</b>	Community Engagement and Communications Manager
<b>Responsible for</b>	N/A

The Communications Team devises creative, engaging and strategic campaigns to effectively promote the Barbican's corporate narrative and world-class arts and learning programmes to a wide range of audiences including local communities, our people, the media and key stakeholders.

The Barbican needs to grow and change to meet the needs of the next generation of artists, audiences and communities. Through our new creative vision, our exciting plans for the renewal of our iconic building, our sustainability strategy, and our vital work on Equity, Diversity and Inclusion, we will reimagine what the Barbican can be.

### **Purpose of the post**

Using a broad mix of media and formats (including relevant third party-owned communications channels) working together with the project team to effectively engage key stakeholders, communities, the wider public, staff and the media with information and updates about the Barbican Renewal Programme. Additionally, to support the Community Engagement and Communications Manager with the delivery of community-facing communications and engagement across the whole breadth of the Barbican's activities.

### **Main Duties & Responsibilities**

1. To devise and manage allocated proactive communications campaigns and engagement strategies around project milestones, coordinating activity across internal and external channels; and to contribute towards occasional wider communications campaigns alongside the wider Communications and Marketing teams.

2. To write and distribute content including articles, website text, press releases, briefing notes, Q&As, letters, reports and other publications, researching and gathering relevant information and securing sign offs from relevant individuals .
3. To maintain and update the contacts databases and engagement tracker, regularly revising lists, updating contacts in a timely fashion, sharing updates with the wider Renewal and Communications team when relevant.
4. To set up meetings, briefings, presentations etc., and make travel arrangements as necessary.
5. To organise and run public consultations, exhibitions and other engagement activities ; and support the wider Comms team with other events such as press launches and receptions.
6. To advise and brief senior leaders on our Barbican Renewal communications and engagement strategy and prepare and enable them to engage effectively with stakeholders.
7. To contribute to the running of the Barbican Communications team's wider communications activities, sharing relevant updates and information
8. To collaborate with the Barbican's artform, commercial, development, renewal, and marketing teams to ensure communications campaigns align with organisational priorities.
9. To proactively form and build good relationships with people at all levels of the Barbican, as well as external stakeholders.
10. To take active interest in the culture sector in general, regularly researching, gathering, and sharing information and industry-related news with the Communications team, and wider teams as appropriate.
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12. To follow effective evaluation systems and ensure that insights from evaluation are used to continuously improve strategies, plans, and activities.
13. To organise and supervise filming and photography, set up photocalls, draw up and store photography contracts, provide photo passes, and manage access, including clearing permission and signage.
14. To process, store and archive photography and video following Barbican photography guidelines, including sourcing, crediting, captioning, and distribution of photos and video footage as required, together with other requested information.
15. To support the Community Engagement and Communications Manager in maintaining the allocated budget accurate and up to date, including planning and logging in campaign expenses to ensure that records are kept up to date.
16. Communicate regularly with the Arts and Participation Communications team, sharing relevant updates and ideas .

17. To represent the communications team in internal and external meetings, taking notes and feeding information back to the Communications Manager, and others as appropriate.
18. Assist with proactively identifying and mitigating project risks, including horizon-scanning for emerging issues that may need to be taken account of.
19. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
20. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
21. To undertake any other duties as required across the wider communications team that may reasonably be requested appropriate to the grade.



PERSON SPECIFICATION	
<b>Job Title</b>	Project Communications Officer
<b>Department</b>	The Barbican Centre, Communications
<b>Grade</b>	C

Please find below the key skills, experience and core behaviours required to undertake this post.

### Technical Skills / Professional Qualifications / Relevant Education & Training

- Demonstrable expertise in communications for major capital projects (A)
- Strong administrative skills – ability to uphold and implement administrative systems, run an office smoothly with attention to detail (A, I)
- Excellent copywriting and proof-reading to be used for producing high quality written materials including writing newsletters, intranet copy, briefing notes and other documents (A, I)
- Excellent verbal communication skills for presenting to stakeholders and briefing senior leaders (A, I)
- Evidence of communications delivery for past projects (A, I)
- Ability to research and work independently (A)
- Strong computer and database skills (A, I)
- Diplomacy and good presentation skills (A, I)
- Ability to work in a fast-paced environment (A)
- Ability to think strategically to devise creative communications campaigns (A)
- Flexibility and ability to multitask, adept at working across multiple campaigns, capable of swiftly adjusting to changing priorities while efficiently managing their time. (A)
- Self-starter and motivated: shows initiative and creativity and is solution oriented, thinking outside the box to resolve issues.

### Experience Required

- Demonstrable experience gained within Project Communications, , for major capital projects(A, I)
- Experience of teamwork (A, I)
- Experience developing and executing communications campaigns (A, I)
- (A, I)

- Demonstrable experience of using diplomacy and tact in order to communicate with journalists, artists, colleagues and stakeholders (A, I)
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**Other Relevant Information e.g. working hours (only if applicable)**

Full time 35 hours per week, Monday to Friday with some evening and weekend working as part of this role.

**Recruitment – Note to Applicants**

***These key skills and core behaviours will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***

# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Salary**

The starting salary for this role is £35,740 per annum inclusive of London Weighting. This figure will be reviewed annually from 01 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Contract**

The position is offered on a permanent basis.

## **Hours of Work**

The hours of work are 9am – 5pm, Monday-Friday, being 35 hours per week excluding lunch break, but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

## **Annual Leave**

There is an entitlement of 24 days annual leave plus Bank Holidays. There are subsequent increases to entitlement to annual leave according to length of service.

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

## **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

## **Probationary Period**

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

## **Notice Period**

One month by either party after satisfactory completion of probationary period.

## **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

## **Employee Volunteering Programme**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge, and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.

# barbican

We are London's  
**Creative Catalyst**  
for arts, curiosity  
and enterprise



We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

We are the place to be in this Destination City, where everyone is welcome. Our impact is felt far outside our walls and ripples beyond the experiences we offer – locally, nationally and internationally.