



Job Title: NCEO Communications Manager

Grade: 7

Salary: £34,804 to £40,322 per annum

Department: National Centre for Earth Observation / Physics and Astronomy

Hours/Contract: Part-time (0.6 fte) fixed term contract for 3 years.

Role Purpose

To lead the communications functions of NCEO in creating, developing and maintaining an engagement strategy that meets the needs of NCEO as an organisation, its staff and partner institutions, and Head Office of the UKRI Natural Environment Research Council (NERC) as the primary stakeholder for NCEO. The role will enable NCEO to promote the power of Earth Observation, its environmental science importance and the beauty of space systems in an effective and impactful way.

Main Duties and Responsibilities

Strategy and policy

- To lead on developing, implementing and evaluating an innovative and effective engagement and communications strategy with plans and campaigns to support and promote the work of NCEO to staff, stakeholders and the general public.

Messaging and media

- Interpret complex elements of NCEO's work to produce appropriate communication which promotes NCEO stories to a wide audience and stakeholders with the ability to commission and edit high level stories based on an appreciation of the science.
- Maintain and monitor communications to ensure the responsible and consistent communication of key messages. Oversee relevant NCEO media training.
- Lead effective management of media relations, news reporting and digital activity with outputs that ensure promotion of NCEO and NCEO activity to external audiences, including proactive and reactive media relations, news delivery through the NCEO website and effective liaison with partner organisations and press contacts.
- Develop and maintain effective strategic relationships with key media contacts in areas relevant to NCEO science and research-user sectors.

Websites and brochures

- Manage and oversee the brand and reputation of NCEO
- Maintain a suite of corporate publications and other promotional materials and marketing collateral, both physical and digital,
- Manage the website and social media platforms.

Conference and events





- Lead the planning and delivery of inclusive conferences, workshops and events involving NCEO staff and external stakeholders (academics, government and industry) within budget.
- Represent NCEO at events as a participant, speaker or facilitator as required.

Support and management

- Build and maintain effective internal networks with our lead scientists and communication leads from host institutions and University partners
- Build and maintain external networks with UKRI-NERC and Centres, government bodies, UK and international space agencies, and the wider science community.
- Enable a creative and constructive dialogue between NCEO, its stakeholders, interested non-experts and the general public.
- Provide reports, professional guidance and practical support to the NCEO Centre Director, Divisional Directors and scientists across NCEO.
- Directly support the work of the Senior External Relationships Manager and NCEO outreach staff.
- Lead bespoke teams specific to events or tasks.

Internal and External Relationships

Work with the NCEO Director, Directorate Team and scientists to provide advice and guidance on the communications strategy and its delivery.

Work with University staff in professional services and science research, NERC and other NERC centres and the wider Earth Observation community

Work with up to 15 partner institutions to monitor NCEO communications and outputs.

Engage stakeholders and potential collaborators at corporate events.

Planning and Organising

Plan and organise own work in line with the needs of the Directors of NCEO, the NCEO Senior External Relations Manager, and the Support Team.

Qualifications, Knowledge and Experience

Essential

- Educated to degree level standard or significant relevant experience*
- Experience of working with a scientific community and liaising with researchers/academics.*
- Knowledge of NERC (or other Research Councils) and experience of working with government stakeholders.
- Demonstrable understanding of the role of media relations and digital channels and news in delivering a communications strategy to support corporate objectives. *
- Experience of producing articles, press releases, reports and web content.
- Knowledge of website and social media usage by research organisations.
- Experience of organising events*

Desirable

- Degree in relevant science*





- Qualification in communications or marketing or significant relevant experience
- Experience of crisis communications
- Experience of leading media relations for a science organisation (e.g. University, research centre) with the ability to appreciate and convey science concepts
- Experience of project management and developing and executing communication and engagement strategies
- Experience of leading and developing media and communications training programmes
- Experience of Earth Observation, remote sensing, space technologies, environmental science.
- Continual professional development record

Skills, Abilities and Competencies

Essential

- Ability to work to deadlines
- Ability to work independently and as part of a team
- Interpersonal skills for networking with and connecting staff with stakeholders
- Proficient in the use of marketing and design programmes and platforms e.g. Photoshop, Illustrator
- Successful collaborative working and networking with a wide range of people and organisations

Desirable

- Problem solving and general leadership skills
- Planning and organisational skills

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

VITAL

The University encourages all staff to live our [VITAL values](#) which are:

Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity





We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

