

SAUL TRUSTEE COMPANY: JOB DESCRIPTION

TITLE: Communications Officer
DEPARTMENT: Technical
REPORTS TO: Communications Coordinator
SUPERVISES: None

The role will suit a candidate who has a flair for communications and experience in delivering a communications strategy. This is a varied role which will include drafting and proof-reading announcements, emails and pensions documentation. The role also involves the maintenance and development of web resources and management of contact and email databases.

GENERAL

- 1.1 Provide support for the Communications Coordinator and wider Technical Team to ensure that all agreed team goals are achieved.
- 1.2 Proactive input into Communications planning, both in the short and longer term, with a clear focus on delivering the Communications Strategy and achieving the objectives of the Corporate Strategy Plan.

2 COMMUNICATIONS

- 2.1 Maintain and draft content for the company's online resources and further develop them in the future.
- 2.2 Draft letters and communication material as required using plain language to ensure clarity, consistency and conciseness.
- 2.3 Responsibility for updating the SAUL Procedures Guide (in conjunction with the Administration Team).
- 2.4 Manage the records of authorised employer contacts (including the email distribution list) and process any changes including checking that they have been correctly input into the database.
- 2.5 Undertake a biennial review of all SAUL Employer contacts.
- 2.6 Manage and maintain standard letters in accordance with procedure.
- 2.7 Support the Communications Coordinator in the production of the Annual Review, client newsletters and other bulk communications exercises.

- 2.8 Draft regular emails to stakeholders and maintain the email distribution list.
- 2.9 Supply communications materials to clients upon request.
- 2.10 Maintain the corporate Style Guide and associated communications templates.
- 2.11 Support the Communications Coordinator in undertaking stakeholder surveys. This includes the analysis and collation of feedback to categorise and summarise themes.
- 2.12 Liaise with the plain language accreditation service.

3 PROJECTS

- 3.1 Participating in project teams as agreed with the Technical Manager or her Deputy, including:
 - i. Letter Review project.
 - ii. introduction of additional pension to replace added years Voluntary Contributions.
 - iii. development of existing pensions administration system or implementation of a new system to meet the corporate vision of a fully -functioning, automated system incorporating online access for stakeholders.

4 OTHER

- 4.1 Cover for the Communications Coordinator during absences.
- 4.2 Planning and organisation of own work.
- 4.3 Assisting the Technical Team as a team member.
- 4.4 Cover reception on an occasional basis.
- 4.5 Support the Communications Coordinator in the organisation of stakeholder forums and events

It is the company's intention that this job description is seen as a guide to the major areas and duties for which the job holder is accountable. However, the business will change, and the job holder's obligations are bound to vary and develop, so that the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Signed by:

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