

The Honourable Society of Lincoln's Inn



Senior Communications Officer

Salary: £40,000

Purpose of the Post

Main duties will include conveying the Inn's activities, developments and values to a wide range of internal and external clients and find new ways to maintain and develop the Inn's presence in the public eye. Internally, to create strategies which increase employee and member awareness and satisfaction. Externally, to communicate with individuals, organisations and the media to promote a positive image of the Inn.

Knowledge/ Skills Required

- Ideally a degree in communications, journalism, public relations or relevant field or equivalent.
- A minimum of 4 years' experience in a similar role.
- Proven experience creating targeted content.
- Highly proficient in Microsoft Office, content management systems, social media platforms and other third party communication tools.
- Strong knowledge of communication practices and techniques.
- Outstanding written and verbal communication skills.
- Must be able to multitask and work well under pressure.
- Excellent organisational and leadership abilities.
- Exceptional stakeholder management skills, with the ability to influence people of varying seniority
- Self-motivated, flexible, well-organised, with excellent attention to detail, a strong customer focus and a positive 'Can Do' attitude.
- Experience of working well in a team and developing productive relationships.
- Willingness to help and support team members including being flexible to business demands.
- Ability to use own initiative and prioritise a varied workload with minimum supervision.
- Ability to demonstrate honesty and integrity in everything you do.

Closing Date: Monday 23 March

If you are interested, please send your CV to HR@lincolnsinn.org.uk