



## HERITAGE *of* LONDON TRUST

### **Communications Manager**

**Full time, permanent**

**Starting salary £28k – 30k**

Are you dynamic, outgoing and love London? Heritage of London Trust restores buildings and monuments that tell the story of the city and its people.

We are looking for a lively & articulate communications professional to join our team – someone confident in picking up the phone, building media contacts, telling stories and enthusing Londoners about their city.

You will manage our social media channels, help manage our community and VIP events and launches and develop a wide range of relationships to build public engagement with our work.

No previous heritage experience is required, but an understanding of the significance and context of our restoration projects and their impact on London's communities is vital.

This is an exciting role with lots of scope. You'll provide direct support to the Chief Executive and work with the Board of Trustees where appropriate.

### **Key tasks**

- Manage communications for the Trust
- Build excellent media relations across multiple channels
- Write briefings for journalists
- Manage and build social media
- Co-ordinate photography, videos, podcasts and other visuals/AV
- Help manage events around London

### **Essential criteria and skills**

- Educated to degree standard
- Confident, charismatic and articulate
- Strong knowledge of digital and IT
- Enthusiasm for social media
- An entrepreneurial attitude
- A passion for London

## **Desirable**

- Track records in successful media coverage, building brands and event management
- Experience of working with high-profile supporters and diverse audiences
- A degree in history or a related arts subject

If you are interested please contact Nicola Stacey at [join@heritageoflondon.org](mailto:join@heritageoflondon.org) including your CV & a brief covering letter (around 200 words).

For any questions or more information please call 020 7099 0559.

[www.heritageoflondon.org](http://www.heritageoflondon.org)