

Job title: Communications Officer	Responsible for: Providing communications support for Grant Making and Commissioning work.	Responsible to: Interim Director of Communications
Location: Portsmouth, UK	Contract: Permanent	Hours of Work: 35 hours per week, Monday to Friday

About the Royal Navy & Royal Marines Charity

RNRMC is the Navy's principal charity which exists to support every sailor, marine and their families, for life. We do this by offering grants to and working with other organisations to deliver programmes that meet the needs of our beneficiaries. We work hard, engaging with supporters to help raise awareness and funds to deliver the outcomes required for today and tomorrow.

Role

The Communications Officer (Grants) is a vital member of the Marketing and Communications team and will be dedicated to communicating the support made available through our Grant Making and Commissioning work. They will be responsible for sourcing and writing powerful stories and case studies that demonstrate the impact of RNRMC's work. This role plays a critical part in the delivery of our organisational narrative, putting the stories of those we have supported front and centre in all our communications work. The post-holder will work closely with our Grants team, as well as other teams across the charity to ensure case studies meet the needs of the organisation and are managed effectively through the appropriate processes.

The post holder will also play a key role in shaping our communication strategies and plans to ensure that people affected by the issues which our funding seeks to address remain at the heart of our approach.

The post holder will work to raise and strengthen our brand amongst our stakeholders and beneficiaries through the communication of our key messages. They will demonstrate creativity, energy and proactivity.

The role is vital in promoting the work of the RNRMC, focusing on:

- Researching, gathering, and producing content, working closely with the Grants team, to bring the charity's funding programmes to life with compelling human-interest stories which engender support and drive engagement.
- Supporting the charity's ambitious Fundraising targets by producing compelling stories in a variety of campaigns, through the media and to potential and existing funders, carefully targeted for optimal landing with selected audience.
- Developing communication plans for all areas of grant making, programmes and pathways.
- Putting mechanisms in place to ensure that emotive and effective stories are shared internally.
- Playing an important role in the compilation of the charity's annual Impact Report demonstrating the transformative difference our interventions have made.
- Providing end-to-end support for the Grants Department, not only through promoting and promulgating human interest stories made possible through our funding, but through the creation of collateral to promote projects funded by RNRMC ensuring brand consistency.
- Generating, developing, and maintaining a bank of assets to enhance the case studies, including videos, graphics, and photography.
- Acting as a brand champion by monitoring use of logo, messages, language, iconography, and other visual elements.

The role is mainly office based. RNRMC has a hybrid working policy which offers 40% home-working opportunities.

Job Summary

The post holder will need to have strong working relationships with the Grants department and RNRMC grant recipients and contribute to the production of compelling content used in offline and online media. In addition to having the necessary general communications experience, you must possess a high attention to detail and be able to write for a multitude of audiences including corporate, fundraisers/volunteers and the media.

The role requires the talent to translate the complex and nuanced work of the RNRMC into clear and concise narratives that increase understanding of the charity and help to galvanise greater support and understanding of the work that it does. With a proven track record in telling stories that inspire action, you will have excellent communications and engagement skills to maintain strong relationships with internal and external stakeholders.

You will be embedded within the Royal Navy and Royal Marines Charity's Communication and Grants Department to best understand and be aware of funded programmes and projects, line management will be through the Marketing and Communications team. Frequent travel to meet and interview beneficiaries will be required, and a willingness to work outside normal office hours in order to obtain the story.

Responsibilities and Duties:

The key responsibilities of the Communications Officer are:

- Work with our Grants team and partner organisations to source new case studies and research them fully to gather all necessary information, ensuring any sensitive information is handled appropriately and with full compliance with relevant data protection and safeguarding practice.
- Draft engaging and on brand case study content for RNRMC's digital and print communications including interviews, articles, and features for teams across the organisation. This includes writing articles in Navy News, Homeport, and other similar publications.
- Develop, manage, and maintain a database of case studies to meet the objectives of a wide range of teams including media, campaigns, and fundraising.
- Plan and execute Communication Plans for our Commissioning Programmes.
- Follow up on the communication requirements of grant recipients and provide them with communication advice.
- Support the delivery of RNRMC's annual Impact Report, including drafting of copy and sourcing quality imagery.
- Produce content for the RNRMC website and social media channels, including videos and other visual elements.
- Help manage the RNRMC's online platforms, including our website, the media library, and the Blackbaud Grants Management system.

Other Responsibilities:

- Work across teams to produce content for public-facing communications ensuring that content is audience appropriate, consistent with RNRMC brand identity, tone of voice and key strategic messaging.
- Ensure RNRMC has clear visibility in key Royal Navy publications and communication channels.
- Participate in concept development for different communication channel strategies with colleagues to enrich creativity and collaboration.
- Develop a fruitful and sustained relationship with British Forces TV and British Forces Radio.
- The post holder will often work autonomously, but there will be an ongoing requirement to display flexibility in supporting Marketing and Communications colleagues in areas that are not necessarily directly linked to the normal activity of the job.
- The role requires the post holder to travel occasionally throughout the UK to visit beneficiaries and projects funded by RNRMC.
- Manage the budget for the branding of projects funded by RNRMC.
- Be the first point of contact for advertising enquiries and manage the 'my story' inbox.
- Assist with engagement activities at events and be an ambassador for the charity.

Person Specification		
	Essential	Desirable
Education		
Education to a degree level, equivalent qualifications or relevant experience.		✓
Experience		
A strong storyteller who can develop powerful and clear messages; the ability to communicate impact and make the case for change effectively.	✓	
Experience working with social media channels	✓	
Experience in strategic and operational communication	✓	
Proven competence in electronic information management.	✓	
Experience with community management and online analysis tools		✓
Experience with graphic design and video editing		✓
Understanding and empathy for the Royal Navy, Royal Marines and Charity Sector.		✓
Knowledge		
Computer literate; proficient in using Microsoft Outlook 365 suite of tools: TEAMS, Word, PowerPoint, Excel	✓	
Experience in web editing and knowledge of Content Management Systems (preferably WordPress) and databases or CRM systems	✓	
Knowledge of the Charity or military sector		✓
Skills/ Aptitudes		
Excellent interviewing, writing and editing skills	✓	
Dynamic self-starter with impressive output and innate feel for a story and can maintain trust in sensitive situations.	✓	
Be able to deal with people in stressful or upsetting situations with patience, tact and diplomacy.	✓	
A strong team player with good interpersonal skills, including a dynamic and flexible attitude, and cultural sensitivity.	✓	
Ability to multitask and to work with tight deadlines.	✓	
Ability to cultivate influential external relationships.	✓	
Impeccable organisational skills and the ability to assimilate and prioritise a heavy workload and flexibility to turn around media and fundraising requests at short notice.	✓	
Full commitment to equal opportunities, diversity in the workplace and the values of the RNRMC.	✓	

Proven ability to take responsibility for tasks and use initiative, showing dedication to completing tasks with minimal supervision.	✓	
Ability to work both on own and as part of a wider team.	✓	
Full clean driving licence		✓
Possess appropriate right to work in the UK. This role requires a DBS and basic security checks.	✓	