

Head of Communications – maternity cover

Location: London

Salary: £50,000 (plus access to civil service pension arrangements)

Passenger Focus is the independent watchdog representing the interests of rail passengers nationally and bus, coach and tram passengers across England outside London.

We are looking for an interim Head of Communications to cover a period of maternity leave.

Working closely with the Chief Executive as part of the senior management team, the successful candidate will be responsible for managing the reputation of the organisation and all external communication channels.

Responsibilities will include:

- managing a small team and associated budget
- providing strategic, high-level communications advice to senior colleagues
- delivering organisational objectives through creative and joined-up communications activity
- developing excellent media relationships, acting as a spokesperson when required and maintaining a 24/7 press office
- managing delivery of the monthly e-newsletter and overseeing the website, intranet, and social media channels
- working closely with research and policy colleagues on corporate publications and events.

The successful candidate will have experience of working in a high-pressure, fast-moving media/public relations environment, working to very tight deadlines, and will demonstrate a high level of news judgement and exceptional writing skills. A knowledge of, or interest in, the transport industry and passenger needs is desirable.

This post is based in London and will require some travel and out-of-hours working.

For more information on the role, full job description and information on how to apply, visit <http://www.passengerfocus.org.uk/about/careers>

If you are unable to access the information, please contact the HR Department via e-mail recruitment@passengerfocus.org.uk, or telephone 0300 123 2166.

Closing date for receipt of applications is 4pm 11th November 2013.

Assessments will take place on 19th November 2013.