

SHIRELAND COLLEGIATE ACADEMY TRUST

**TRUST COMMUNICATION OFFICER**

**Band F £29,636 - £33,799**

**37 Hours per week – full time**

We are looking for a self-motivated and talented Communications Officer to lead our internal and external communications for a growing Trust.

In this position, you will be responsible for producing high-quality content that engages staff, students, families and the wider community and builds brand recognition. You will be responsible for identifying the needs and interest of all staff students' families and other stakeholders and measuring the effect and results to ensure the Trust is continually striving to improve performance in all areas.

As an advocate of the Trust, you must have strong communications, presentation and people skills, be an organised strategist, able to adjust to any kind of situation and resilient to stress. Creativity and out-of-this world writing and editing skills are essential. You must be able to develop new ideas and innovative ways to promote our organisation so people will pay attention and understand what the organisation is all about, with a strong emphasis on time management and deadlines. Additionally, you should know when the most optimal time is achieving the maximum impact

Your main duties will also include creating informative content, press releases, articles, and maximizing media opportunities.

**This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.**



An application form and job description are available from our website  
[www.collegiateacademy.org.uk](http://www.collegiateacademy.org.uk)

Completed applications should be returned to [HR@collegiateacademy.org.uk](mailto:HR@collegiateacademy.org.uk)

**Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

Closing date: 8.00am Monday 3 August 2020

Interviews will be held 6/7 August 2020

Shireland Collegiate Academy Trust  
Waterloo Road  
Smethwick  
B66 4ND  
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