

## ***Poverty Truth Network***

### ***Job Description – Communications Officer***

<b><i>Job Title</i></b>	Communications Officer
<b><i>Hours</i></b>	22.5 hours per week (3 days)
<b><i>Duration</i></b>	Permanent
<b><i>Salary</i></b>	£25,500 (£42,500 FTE)
<b><i>Location</i></b>	Homeworking within the UK, with travel as required
<b><i>Responsible to</i></b>	Operations Manager
<b><i>Key Linkages</i></b>	Director, Partnerships Manager, Support & Development Team, Amplify Team, Parliamentary Officer, Evaluation & Learning Officer, Regional Hubs

### ***The Poverty Truth Network***

The *Poverty Truth Network* (PTN) is a registered charity in England and Wales, founded in 2019. Its dream is of a UK where poverty is a thing of the past. It believes this is possible only when those most impacted by poverty are at the heart of the movement to end it. Its specific contribution brings together people experiencing poverty with those with responsibilities for alleviating it. “Nothing About Us Without Us Is For Us.”

Further details are available at [www.povertytruthnetwork.org](http://www.povertytruthnetwork.org) and in the Network’s Strategic Plan (2025-30).

As an organisation, we want our staff team to reflect the diversity of the UK today. As such, we are particularly keen to receive applications from suitably qualified candidates from traditionally under-represented groups.

### ***Job Purpose***

To coordinate the Poverty Truth Network’s Internal, Network, and external communications, ensuring excellent communications across the staff team, and the effective promotion of its work.

### ***Key Tasks***

- To create content and coordinate internal communications across the Network staff team, ensuring the effective development and implementation of appropriate channels
- To develop and maintain a communications content calendar when and how the Network's activity will be effectively communicated
- To coordinate communications across the wider Network, including PTCs, Regional Hubs, and partners, including through the production and dissemination of a regular digital newsletter
- To develop, post and oversee content for the Network's social media channels to promote the effectiveness of the Network's approach and the impact of PTCs and commissioners
- To establish and maintain appropriate media links to ensure that the reality of poverty, and the impact of commissioners in seeking to alleviate it, is effectively shared
- To support the Network's parliamentary engagement and its national programmes to ensure that its work is shared impactfully
- To provide an appropriate level of support to PTCs as they develop their social media and engage with the media appropriately
- To undertake other appropriate duties as requested by the Operations Manager

### ***Skills, Knowledge and Experience***

#### ***Essential***

You will be a highly motivated individual, capable of working on your own or as part of a team. You will be able to evidence your commitment to social justice and be strongly aligned with the practices and values of the Poverty Truth Network.

You will be a communications specialist with a proven track record of internal and external communications. You will have excellent planning and prioritisation skills to ensure timely delivery of tasks, along with prior proven experience managing social media channels that results in an impact of campaigns and engagement.

You must be able to develop strong working relationships with a wide variety of people, while ensuring that accessible content is created to support diversity and inclusion.

***Desirable***

You have evidence of working closely with media professionals to share information and promote positive change.

You have experience of working within the charitable sector.

*To apply for this role, please submit your CV with a cover letter that clearly shows you have the necessary skills and experience to do the job. The cover letter should be no more than 900 words. Include the names and contact details of two referees (at least one of whom knows you on a professional basis). The application deadline is 5pm on Friday 27<sup>th</sup> June. Interviews will be held online 14<sup>th</sup> / 15<sup>th</sup> July.*

***Applications will only be considered from applicants who already have the right to work within the United Kingdom.***