



Application pack:

Head of Communications and External Relations

About University Alliance

Who we are:

We are Britain's universities for business and the professions.

We deliver excellence across everything we do.

We believe high quality teaching is critical to creating the world's future leaders and problem solvers. We excel in preparing students for a career in industry and the professions.

We are passionate about the research we develop and support. Research that makes a real difference to the world we live in.

We are strongly engaged with industry and the professions, and we pride ourselves on links and partnerships that count.

We are leaders in our cities and regions. We are committed to the development of our local communities and we contribute to fostering local strategies for growth.

We work and collaborate with other universities in the global marketplace and we pride ourselves on our international partnerships.



What we do:

The mission of University Alliance is to provide a strong collective identity and voice that informs and shapes the decisions of government, business and those considering higher education.

We do this by championing members' strengths, shaping policy and facilitating collective action.

Our team and values:

We're a small team of hard working professionals who are committed to creating a supportive, positive and rewarding work environment. Our partners like our constructive and enthusiastic approach.

We put a high value on people and provide an environment where colleagues can flourish in the broadest sense of the word. We are committed to the personal development and support of our staff. We promote equality of opportunity for all who work here; and embrace diversity. The team is made up of a policy team of higher education experts, an outstanding communications team and our operations team that supports our critical business functions.

Head of Communications and External Relations

We are offering an exciting opportunity to shape the future of a fast-developing organisation through a senior leadership role in communications and external relations. As the new Government takes up the reins, you will develop the University Alliance brand and raise the profile of its members with key stakeholders including Government, Parliament, Whitehall, industry representatives and the national press. You will work closely with the Chief Executive to shape and deliver our ambitious strategy.

Based in our Whitehall office near the heart of government, you will need to lead and thrive in a challenging and busy environment, whilst also being able to adjust to the unpredictable and spontaneous development of an ever-changing political landscape. The role comes with generous terms and conditions.

If you have relevant experience and an appetite for success with a professional and close-knit team then please apply.

Annual salary: £50,000-£55,000 depending on experience

Deadline: Midnight, Sunday 28 June

Interviews: TBC, likely to be week commencing 6 July.

To apply

To apply, please download the application form from our website.

Please send your completed application form with the subject line 'Head of Communications and External Relations' to info@unialliance.ac.uk by midnight, Sunday 28 June.

Job description

Title of post: Head of Communications and External Relations

Terms and conditions of employment: This is a full-time, permanent position

University Alliance staff benefit from generous terms and conditions including 33 days leave (made up of 25 days annual leave and 7 concessionary days supplementary to bank holidays), flexible working practices, a generous defined-benefit pension scheme and a commitment to investing in and developing staff.

Principal location of work: University Alliance offices, Central London

Immediate line manager: Chief Executive, University Alliance

Line management responsibility: 1-2

Probation period: 6 months

Annual salary: £50,000-£55,000 depending on experience

You will be responsible for:

- Developing the brand / identity of University Alliance
- Developing and delivering an external relations and stakeholder engagement strategy - to include Parliamentary lobbying strategy and overseeing our international engagement strategy
- Building relationships with journalists and engaging with the press
- Designing and delivering events (dinners, drinks receptions, research showcases, Parliamentary events etc.)
- Overseeing membership engagement, including Board meetings, visits and network meetings
- Helping shape the wider strategic direction of the Alliance
- Managing one-two members of staff directly, matrix managing others on particular projects and providing leadership to the wider team

You should have:

- Degree level academic qualifications
- Substantial experience of working in a senior national PR / External Affairs / Communications role
- The ability to think strategically and network at a senior level
- Excellent writing skills, confident communication skills and the ability to work effectively with and through others

- Intellectual curiosity, interest in higher education policy and an understanding of Government

Person specification

Specification	Essential	Desirable
1. Education/Training	Degree-level qualification	Postgraduate qualification
2. Relevant Experience	Substantial experience in a senior PR / external affairs / communications role Experience of working at senior / national level and with Government Proven capability to develop and deliver new strategies Proven networking ability at senior level	Experience of national HE communications issues
3. Relevant Skills/Aptitudes	Strategic thinker and self starter Excellent writing skills Confident communication and presentation skills High-level skills with Word, Excel, PowerPoint	
4. Special Requirements	Interest in higher education policy and the sector Understanding of Government and Whitehall Able to work under pressure Self-motivated and able to use initiative Flexible attitude to work Able to work as part of a small team Professional approach	
5. Other	Confident, open approach to dealing with colleagues of all levels, internally and externally	