

Job title: Communications officer (maternity leave cover)

Contract: Fixed-term (minimum six months)

Location: City of London / Hybrid

Salary: £33,000 – £35,000

Reporting to: Head of Communications

About IPSO

IPSO (the Independent Press Standards Organisation) is the regulator of most of the UK's digital news, newspapers and magazines. We uphold high editorial standards, protect the rights of individuals, and promote press freedom through robust, fair and transparent regulation.

The role

We are seeking an experienced and proactive Communications Officer to cover maternity leave for a minimum period of six months. This role plays a key part in delivering IPSO's communications activity, with a strong focus on digital channels, internal communications and website management, as well as the delivery of high-profile organisational publications and events.

The successful candidate will be a confident all-round communicator with particular strengths in digital content, and clear, engaging communications.

Although they will be comfortable operating independently, they will work closely with colleagues across the organisation.

This post is part of a team of three, line managed by the Head of Communications. The holder will work closely with the Standards and Regulation team and may occasionally be required to undertake specific projects as directed by the Head of Standards and Regulation.

Key responsibilities

Digital communications and social media

- Plan, create and publish engaging content across IPSO's communications channels, including the Beyond the Headlines newsletter, LinkedIn, BlueSky and X

- Support the delivery of IPSO's communications strategy, ensuring content is accurate, accessible and aligned with IPSO's corporate priorities as outlined in the IPSO Strategy
- Monitor performance and engagement, using analytics to inform content development and reporting
- Organise and handle day-to-day social media management, including responding to queries where appropriate and spotting opportunities to amplify IPSO's work.

Website management (WordPress)

- Day-to-day management of IPSO's website, ensuring content is accurate, timely and easy to navigate, and running the process for publishing rulings
- Upload and format news, guidance and policy content, applying basic SEO and accessibility best practice
- Work with internal teams to ensure website content is accessible, inclusive and reflects current priorities and supports key audiences
- Identify and implement improvements to content structure or user experience where appropriate.

Internal communications

- Support clear and effective internal communications, helping colleagues stay informed and engaged
- Draft and edit internal updates, and other staff announcements
- Help maintain a consistent tone and style across internal communications channels
- Support organisation and delivery of internal events or initiatives as required.

Content media and events support

- Draft, edit and proofread a range of communications materials, including a monthly newsletter, news releases, briefings and stakeholder updates
- Lead on media monitoring and reporting
- Ensure communications reflect IPSO's values, regulatory role and commitment to transparency and independence
- Deal with press office enquiries, as directed by the Head of Communications
- Organise and support IPSO events including presence at occasional conferences.

General

- Comply with IPSO's health and safety requirements

- Comply with IPSO's Equal Opportunity Policy
- Fulfil obligations as set out in the contract of employment and follow IPSO's policies as set out in the Staff Handbook
- Undertake any reasonable activity as required by the Head of Communications, Head of Standards, the Chief Executive, Chair, or the Senior Management Team.

Knowledge, skills and experience

Essential

- Proven experience in a communications role, ideally within the public, regulatory or not-for-profit sector
- Strong social media skills, including content creation, scheduling and performance monitoring
- Practical experience managing websites (using WordPress desirable)
- Excellent writing and editing skills, with the ability to adapt tone for different audiences and channels
- Experience delivering clear, engaging internal communications
- Strong organisational skills and the ability to manage multiple priorities to tight deadlines
- Good attention to detail and sound editorial judgment
- Excellent oral communication skills, able to communicate effectively at all levels
- Good interpersonal skills
- Manage multiple individual pieces of work and weigh up conflicting demands and make decisions independently when necessary
- Sound working knowledge of Windows-based software packages
- A commitment to maintain and improve the standards of press reporting and journalism in the UK and an interest in IPSO's work as regulator.

Desirable

- Knowledge of Adobe Creative suite especially Photoshop and InDesign.
- Knowledge of e-newsletter programmes (MailerLite)
- Knowledge of video editing and podcast software
- Experience of handling press enquiries
- Experience of organising events
- Experience using social media management or analytics tools
- Basic understanding of SEO and web accessibility standards
- Familiarity with media monitoring or press office support
- Interest in media, journalism, regulation or public affairs.

Personal Attributes

- Proactive, reliable and highly organised
- Confident working independently while contributing positively to a small team
- Comfortable handling sensitive or high-profile topics with discretion
- Collaborative and supportive, with a constructive approach to problem-solving.

Contract Details

This is a fixed-term role for a minimum of six months to cover maternity leave. The role is based in London with flexible or hybrid working available up to three days a week.