



Head of Communications

Hours: Full-time (3 year contract)

Location: London SE1 (with flexibility to work from home)

Salary: up to £32,000

We are expanding our communications capacity and looking for someone with experience and enthusiasm to join our small but influential team campaigning on aviation's impacts for people and the environment, and to help us take our messages to new audiences.

Established in 1975, we provide a voice for people impacted by, or concerned about, aircraft noise and emissions. We work with policy-makers, politicians, other environmental organisations and the UN to make the case for effective environmental regulations. Our current campaigns include calling for a clear plan to ensure aviation in the UK is net zero by 2050, opposing airport expansion on the basis that it's incompatible with meeting the UK's climate commitments, and highlighting the impacts of aircraft noise. In addition to the funding we receive from charitable trusts and philanthropic organisations, AEF is supported by our membership, which includes community organisations and individuals from across the UK.

We are well established in the aviation policy debate. We are now looking for someone to work strategically to bring our messages to a wider audience. As Head of Communications, you will lead all aspects of our communications including with the media, public, politicians and our membership. The successful candidate will join a friendly team based in London Bridge, but currently working largely from home. We can offer a flexible working arrangement, either at our office or working remotely, although the ability to come to the office at least one day a week would be an advantage.

The role will include:

- Developing AEF's overall communications strategy
- Working with the policy and outreach staff to: advise on effective messages to communicate our work to specific audiences; develop targeted communications campaigns; and write press releases and media briefings
- Managing our website and Twitter account, including developing new material
- Monitoring political debates and media trends, and engaging with MPs and select committees
- Building and maintaining relationships with journalists
- Overseeing the production of AEF's bi-monthly e-newsletters and our annual report, with support from the Communications and Administration Assistant

- Managing the production, design and branding of publications and other materials

You must be able to demonstrate:

- At least two years experience working in a communications, public affairs, marketing or campaigning role
- Enthusiasm for communicating challenging messages creatively and effectively
- Networking skills, and the ability to proactively build good working relationships internally and externally
- Competence with Twitter and potentially other social media
- A proven ability to write engaging and accessible copy and develop other content in a variety of styles for a range of audiences and channels, conveying key points clearly and concisely
- Excellent proofreading and editorial skills
- Ability to remain calm, effective and positive even when under pressure and to take ownership for delivering outcomes
- Initiative in identifying and recommending new approaches
- Willingness to work flexibly as part of a team and respond to urgent requests
- Enthusiasm for our work and objectives

The following would also be advantageous:

- An understanding of environmental issues, campaigning and/or political processes
- Creative ability to design infographics and other presentation materials
- Familiarity with software such as InDesign and Wordpress

How to apply:

To apply, send your CV to info@aef.org.uk by 26th November 2021, together with the completed declaration and a covering letter setting out how you meet each of the criteria listed in the job description, using examples from any paid, voluntary or other activities you have undertaken. Applications should state clearly that you are applying for the role of Head of Communications.

We anticipate holding first interviews virtually (using Zoom) in the week commencing 29th November, with second interviews being held in person at our London Bridge office in the week commencing 6th December 2021.

If you have any questions regarding these applications, please email info@aef.org.uk and a member of staff will contact you as soon as possible during office hours.