

## **Job Description: Communications and Engagement Officer at the Growth and Reform Network**

**Location:** Flexible, with a London base and occasional travel to key partner locations across the UK

**Contract type:** Full-time, Permanent.

**Salary:** £29,000-34,000 dependent on experience

**Flexible working:** For this role we are open to discussing the possibility of reduced hours, remote working, flexible start and finish times, or compressed hours. Please wait until the job offer stage before asking us about flexibility, and we will explore what's possible for the role alongside you.

**How to apply:** To apply for this role, please send a CV and 1 page covering letter addressed to: [careers@progressive-policy.net](mailto:careers@progressive-policy.net) (with the subject line Communications and Engagement Officer)

**Deadline:** Application deadline 3<sup>rd</sup> June with interviews w/c 2<sup>nd</sup> June.

### **About the Growth and Reform Network :**

The Growth and Reform Network (GRN) is a pioneering partnership initiative led by the Centre for Progressive Policy, the Future Governance Forum, and Metro Dynamics, bringing together a network of pioneering local and combined authorities across the UK. Its mission is to bridge the gap between national policymaking and regional and local implementation, acting as a key forum to bring mayors, local leaders and practitioners together with national policymakers to develop the innovative ideas, policy and practice to drive local growth and reform.

Through fostering collaboration across tiers of government, convening peer to peer support on shared policy challenges, providing direct delivery support to unlock innovation, and developing the evidence base for inclusive growth and reform, the GRN will help places across the UK to unlock good jobs, better services and improved life chances for people across the country.

The network builds on the legacy of the Centre for Progressive Policy and its Inclusive Growth Network, combined with the collective strengths and expertise of Metro Dynamics, and the Future Governance Forum.

### **Why Join Us?**

Now is an exciting moment to be joining our organisation. You will be at the heart of

developing and delivering on an exciting and innovative new initiative to reshape public service delivery and economic growth across the UK. You will have the opportunity to work across a partnership of high-impact organisations that already share a strong track record influencing policy and driving practical change to improve the lives of communities. If you are passionate about enabling inclusive economic growth and reforming public services for the better, this is a unique opportunity to make a lasting impact.

### **Role overview:**

This role will see you play an essential part in a small but high-functioning team, working closely with the Head of Programme and Engagement to engage with and develop the Growth and Reform Network's membership. It will involve taking ownership of the development of high-quality communications to members, as well as website, newsletter, and social media content.

This will include working across all aspects of our communications and engagement, supporting the team and wider partnership, including colleagues across Metro Dynamics and the Future Governance Forum, to develop an influential space for senior leaders, mayors and officers to exchange ideas and talk through major growth and reform innovation opportunities and challenges. It requires someone with a sharp eye for detail, excellent organisational skills, and the ability to communicate effectively with a range of stakeholders.

### **Key responsibilities**

#### **1. Engagement and stakeholder support:**

- Support engagement with network members and partners across the UK, working with the Head of Engagement to understand and deliver a programme that supports their priorities. Support development of a member-driven programme of activity.
- Work collaboratively with the team, including partner organisations and a wider cohort of policy advisors, to maximise the contribution of everyone involved to the network's programme.
- Manage relevant contractors and liaise with external suppliers and media outlets.

#### **2. Events support:**

- Work with the team, including partners, to arrange impactful convening opportunities for councils, combined authorities, national government and wider

policymakers and practitioners. These will include, but are not limited to, roundtables, member workshops, and public facing events.

### 3. Communications:

- Write copy and create content for the GRN website and monthly newsletter, featuring new publications, events promotion and member activity. Ensure all communications align with GRN core messaging across our workstreams and beyond.
- Lead on the management of GRN social media accounts with a particular focus on LinkedIn and BlueSky. Work closely with colleagues at the Future Governance Forum and Metro Dynamics to create shared opportunities for influence.
- Maintain a content calendar that anticipates and responds to external events, allowing for the creation of high-quality and strategic communications. Share this with the team during strategic meetings and work with colleagues to forward plan.
- Day-to-day website management, plus managing the relationship with our web designers.
- Manage and grow search engine optimisation and analytics, including measuring and evaluating engagement

### Key skills and experience

#### Essential:

- **Communications skills:** an ability to distil complex ideas into compelling copy and to copyedit others' writing for language, grammar and formatting.
- **Writing and content creation:** Experience of managing social media channels and websites for an organisation and writing content such as newsletters, marketing materials or blogs, including excellent awareness of social media trends.
- **Stakeholder management:** Experience of building strong working relationships with a range of stakeholders.
- **Project management:** Experience managing and delivering projects to deadlines. Highly organised with an eye for detail and ability to set up and manage processes to support engagement activity.

#### Desirable:

- **Video editing and design:** Experience of using video editing software and using simple design editing software such as Canva.
- **Website management:** Experience of using CMS platforms to update, manage, and optimise website content.