

## Vacancy: Deputy Head of Communications at the British Consulate General NY

Expéditeur : uk (uk@un.int)

À : missions@un.int

Cc : Patricia.Edwards@fco.gov.uk

Date : vendredi 26 juillet 2019 à 14:31 UTC-4

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AUPRES DES NATIONS UNIES  
ENREG. le 30/7/19 S/No 5882  
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Dear Colleagues:

Please find below the job spec for Deputy Head of Communications with the British Consulate General New York. To apply, please visit: <https://fco.tal.net/vx/mobile-0/appcentre-ext/brand-0/candidate/so/pm/4/pl/1/opp/9396-Deputy-Head-of-Communications/en-GB>. The application deadline is Sunday 28 July.

Kind Regards,  
British Consulate General New York

The British Government is an inclusive and diversity-friendly employer. We value difference, promote equality and challenge discrimination, enhancing our organisational capability. We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law. We promote family-friendly flexible working opportunities, where operational and security needs allow.

### **Main purpose of job:**

Reporting to and working closely with the Head of Communications, the Deputy Head of Communications will personally lead on the Consulate's policy initiatives, including but not limited to: Gender Equality, Human Rights, the UK's Trade Campaign and sector-specific consumer media outreach across the Consulate's region (New York, New Jersey, Pennsylvania, and Fairfield County, Connecticut), promoting the UK Government's economic, prosperity and policy agenda, and the UK's viability as a top destination for business, arts, and culture. The Deputy Head of Communication's other core responsibility is to serve as deputy to the Head of Communications, who leads on overall general/consumer media outreach and communications strategy; thus, the Deputy will support wider media relations and communications activity around UK Government policy and activity as required. The Deputy Head of Communications will often support on media and communications logistics for major events, projects, and visits by UK ministers and senior officials. The Deputy should also work collaboratively with the digital media lead at the post, occasionally helping source content and generate creative messaging ideas.

### **Roles and responsibilities / what will the jobholder be expected to achieve?:**

- Lead on the Consulate's policy initiatives, including but not limited to: Gender Equality, Human Rights, the UK's Trade Campaign, and sector-specific consumer media outreach across the Consulate's region (New York, New Jersey, Pennsylvania, and Connecticut), promoting the UK Government's economic, prosperity and policy agenda, and the UK's viability as a top destination for business, arts, and culture.
- Work collaboratively with the digital media lead at the post, occasionally helping source content and generate creative messaging ideas.

- Serve as the press deputy to the Head of Communications: support wider media relations activity around UK Government policy as required, and support and perform wider communications tasks.
- Support, and occasionally lead on, media logistics for major events, projects, or visits.
- Effectively coordinate, and work in tandem, with other UK Government teams and departments, as needed.
- Develop and maintain strong industry relationships with trade and sector-specific consumer media, analysts and other influencers. Understand and follow major business or industry trends on priority business sectors for the UK government, the events driving news cycles and demonstrate the ability to spot and proactively make the most of opportunities.
- Deliver media placements for the UK Government and officials through pitching and securing media opportunities, and writing (media pitches, press releases, and advisories) and supporting cross-government campaigns.
- Create organized, strategic communications plans for area of your responsibility; build and maintain media lists for engagement.
- Draft, coordinate, and provide briefing to senior staff ahead of brokered media activity, including for the Consul General and visiting ministers and officials.
- Demonstrate strategic skills, confidence, and ability to interact face-to-face and remotely with senior staff and officials, consistently demonstrating understanding of what the UK Government trying to achieve and promote.
- Anticipate and make recommendations on matters relating to your projects and initiatives.
- Develop and execute action plans to support government announcements and initiatives; display good judgment and sound decision-making.

#### Essential qualifications, skills and experience

##### **Essential on arrival:**

- Strong command of the English language, with attention to detail and excellent writing, editing, and proofreading skills.
- A demonstrated ability to write clearly, accurately, and persuasively.
- Ability to multi-task and manage multiple projects from start to finish.
- Excellent time-management and organizational skills.

Under US State Department requirements, the UK Government in the US may only employ, as non-diplomatic staff, persons who are US citizens, US Permanent Residents or A visa holders with EAD cards\*. If you hold a visa other than an A visa you are not currently eligible to work at our office. Please refer to our website for information on exceptions to this policy at [www.gov.uk/government/world/usa](http://www.gov.uk/government/world/usa). All selected candidates are subject to background checks and will require a security clearance prior to starting work.

\*A visas are acceptable at the Embassy and Consulates. The UK Mission to the UN (UKMIS) accepts G visas, and British Defense Staff (BDS) outposts accept A or NATO visas.

#### Desirable qualifications, skills and experience

##### **Desirable:**

- Bachelor's degree with at least 2-4 years of public relations or communications experience in a government, agency, or in-house setting.
- A track record of positive media coverage, and examples of self-generated media placements.

Required competencies

Seeing the Big Picture, Leading and Communicating, Collaborating and Partnering, Delivering at Pace

Application deadline - year Application deadline - day Application deadline - month Application

28 July 2019

Grade

B3 (L)

Type of Position

Full-time

Working hours per week

40

Region

N. America, Caribbean and British Overseas Territories

Country/Territory

United States

Location (City)

New York

Type of Post

British Consulate General

Number of vacancies

1

Starting hourly salary (USD)

27.46

Start Date - day Start Date - month Start Date - year

26 August 2019

Additional information

Working patterns: Normal working hours are often 9 a.m. – 5 p.m. Occasional evening and weekend work is required (primarily for events or visits). Occasional regional travel may be required.

The UK Government operating in the US offers a substantial benefits package including generous leave, a choice of medical insurance, 401(k) matching up to 7%, extensive learning opportunities and a great work/life balance.

Staff recruited locally are subject to terms and conditions of service in accordance with US, state, and/or local employment law.

Individuals who are not a US taxpaying citizen will be paid a net salary based on a simulated US tax status.

Internal candidates must inform their supervisor before they apply to a different position.

Only successful candidates will be contacted. Please no phone calls. Due to the high volume of resumes we receive, we cannot guarantee consideration of your application if the submission instructions are not properly followed.

The British Embassy is committed to a policy of equal opportunities and to creating a diverse working environment, free from discrimination, where everyone is included and treated fairly, based on merit alone. We are an equal opportunity employer, making all employment decisions without regard to race, gender, religion, national origin, citizenship, disability, age, sexual orientation, political affiliation or any other criterion protected by law.