



Royal Meteorological Society

The Royal Meteorological Society is seeking applications for the post of:

Head of Communications

The Head of Communications is an important role in the work of the Society. All of the outward-facing communications activities are brought together under the responsibility of this post. In particular this role manages and prepares all of the Society's media briefing and consultation work, marketing and promotional material, and ensuring that the Society's strategic objectives are shared and understood by its stakeholders. This role also has responsibility for developing and managing the Society's Corporate Responsibility Programme.

This is a busy hands-on role that requires someone with excellent written and verbal communication skills, who has the ability to engage effectively with senior professionals and members of Government and can act as a public face for the Society. The person we are looking for should be able to build strong working partnerships, think creatively and be prepared to take on responsibility for delivering strategically important communications and public engagement projects. Previous media training, professional marketing qualifications and work on providing support to the policy process would be an advantage.

The position is based at the Society's Headquarters in Reading, although the job holder will be required to travel in the UK, particularly to London. This is normally a full-time post, although the Society is willing to consider reduced-hours working with a minimum of 22.5 hours per week, and we actively support flexible working arrangements where practical.

This post will be offered as a three-year contract in the first instance, with an attractive salary, pension and benefits. Further details on salary together with a full Job Description and information about the Society, are available on request.

Applicants should send details of how they meet the requirements for this role, details of current salary, availability to start this new position if selected, a full CV and the names and contact details of at least two independent professional referees to the:

Chief Executive
Royal Meteorological Society
104 Oxford Road
Reading
RG1 7LL

The closing date for applications is 1 February 2008. Interviews will be held between 11 and 22 February.