**Job Profile**

**Job Title:** **North London Waste Authority Communications Projects Manager (1-year fixed term)**

**Job Grade: Level 4, Zone 2**

**About Camden**

‘Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all.

Employed by London Borough of Camden but working for the North London Waste Authority you will be responsible for developing and delivering a number of North London Waste Authority’s (NLWA’s) communications projects. This includes ensuring that all internal and external stakeholders (including the north London boroughs) are fully informed about the projects and the progress of the same. To take the lead in promoting the projects, managing contractors delivering the projects in some cases and to handle enquiries in a constructive and open manner.

This role will have a particular focus on communications and will work closely with, and report into the Interim Communications Team Manager, who manages the NLWA Communications programme.

**About the role**

* Take a lead role in designing, delivering and evaluating above, and below-the-line behaviour change campaigns.
* Manage a retained external communications adviser ensuring that the agency delivers on time and to budget - reporting to the Interim Communications Team Manager and the Head of Legal and Governance on the same.
* Develop and maintain a stakeholder plan, segmenting key groupings of stakeholders, setting objectives for working with them and pursuing the necessary actions to achieve these objectives.
* Develop and manage a programme of digital work, overseeing an external agency to do this, including reassessment of the Authority’s digital offering for accessibility and implementing changes as necessary.
* To produce reports as required by the Interim Communications Team Manager, including for Authority members which provide details of the progress on the communications strategy and plan.
* To create and take responsibility for creating and updating newsletters, presentational slides, video, the NLWA website ( ([www.nlwa.gov.uk](http://www.nlwa.gov.uk)) and social media under the guidance of the Interim Communications Team Manager and Head of Legal and Governance.

**About you**

* Communications/ Marketing qualification at degree level or higher - essential
* High level understanding and experience in delivering a full range of communications techniques including identifying the correct media to use for specific messages and the utilisation of the full range of communication channels.
* Able to develop, manage and deliver a complex communications strategy with often conflicting demands on time.
* Understand all communications options and recommend the most appropriate.
* Ability to gain the skills and trust of partners and local residents.
* Ability to understand and work with Local Government policies, procedures and approaches
* Demonstrable experience of delivering large scale communication projects and of evaluating the impact of the same.
* Demonstrable experience of using press and public relations techniques to secure the required outcomes.
* Evidenced experience in the development and use of social media in communications strategies.
* Contractor and budget management experience.

**Work Environment:**

* The post is currently working from home, but during the year will move to part-time working at home and part-time located at: North London Waste Authority, Unit 1b, Berol House, 25 Ashley Road, Tottenham, London, N17 9LJ. The position involves possible travel to meetings at venues across the seven North London boroughs of Barnet, Camden, Enfield, Hackney, Haringey, Islington and Waltham Forest, and occasionally elsewhere.
* The postholder will be required to coordinate their work with the rest of the Communications team in particular, and also with NLWA’s wider external relations activity.
* The postholder will need to be able to deal with a variety of conflicting deadlines often on a daily basis and communicate efficiently and flexibly with north London’s diverse communities.
* Flexibility is required in working hours and there will be a requirement to attend a variety of venues with occasional evening and weekend meetings, including community/stakeholder events.
* Requirement, as necessary to join an out-of-hours rota for press and communications enquiries.

**People Management Responsibilities:**

No direct reports

**Relationships:**

* Reports to the Interim Communications Team Manager.
* A member of the External Relations Team which includes a range of specialists responsible for delivering a corporate and behavioural change communications programme for the NLWA.
* Will be located within the NLWA Communications team but may need to liaise with the North London boroughs of Barnet, Camden, Enfield, Hackney, Haringey, Islington and Waltham Forest to facilitate common understanding of communications activity across the area.

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,