Communications Officer - Permanent - Full Time 37 hours per week

The Risk Management Authority (RMA) is a Non Departmental Public Body which focuses on protecting the public from the risk of serious harm posed by violent and sexual offending.

The RMA has created a new Communications Officer role to manage all aspects of the corporate communications functions including the development, implementation and review of supporting strategies.

The Role
The Communications Officer role will work within the Corporate Services team reporting to the Director Corporate Services. The role will have responsibility leading the development and application of effective communication methods to include website, social media, publications, conferences and events, and working groups. The role will also co-ordinate the promotion of effective practice and engagement with justice agencies in Scotland.

The Person
This post requires a range of experience and expertise in the area of communications. The successful candidate will have a track record in developing communications strategy and leading the design of publications. The individual will have demonstrable project management and communication skills and experience of dealing with media interests.

Full details are provided in the Job Description and Person Specification. To find out more about the RMA, please visit our website
https://www.rma.scot/category/vacancies/

Terms & Conditions
The RMA offers excellent conditions of employment which include 25 days annual leave, 11½ days public/privilege holidays, flexible working hours and pension. The Communications Officer is a Grade 4 post with a salary range of £31,424 - £35,554.

Enquiries
To arrange a confidential discussion about the position or any process queries please contact Paul Keoghan on 0141 278 4471.

Application Information
The application pack including a job description and application form is available for download from our website https://www.rma.scot/category/vacancies/. Alternatively, you can request an application pack by contacting our office on 0141 278 4478 or via email to recruitment@rma.gov.scot

Key Dates in the Process

Closing date for applications:	Sunday 14th June 2020
Panel Interview dates:	Week commencing 22nd June 2020

All applications required to be submitted by email to recruitment@rma.gov.scot

No agencies