



Job Title: **Communications Co-ordinator**

Responsible to: **Communications Manager**

Principal working contacts

- Communications Manager
- Communications colleagues
- Head of Corporate Policy and Communications
- Managers and employees of the Care Inspectorate
- External suppliers and agencies

Job purpose

To contribute to the development, delivery and success of the Care Inspectorate's external communications function.

Key responsibilities

- Help implement the external communications strategy.
- Deliver a broad mix of high-quality and, reactive communications solutions to tight and demanding schedules.
- Support production and promotion of the organisation's information and promotional collateral.
- Represent external communications on a range of project groups, taking responsibility to provide dedicated advice and support.
- Write copy in clear conversational style, following the Care Inspectorate corporate style, for a wide range of content and material.
- Edit and proof copy written by others to ensure clarity and consistency.

Relationship management

- Develop supportive and productive working relationships with colleagues.
- Ensure effective working in accordance with Care Inspectorate protocols.
- Liaise and work collaboratively with professionals and external bodies to promote the work of the Care Inspectorate and share good practice.
- Represent the Care Inspectorate as required at meetings and events.
- Ensure effective communication of the Care Inspectorate's work with people who use care services, carers, relatives and advocates.
- Commit to the Care Inspectorate's aims, vision and values to put people at the heart of our overall objective to improve care in Scotland.

Other duties

This job may require some travel, overnight stays and unsocial hours.

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list and jobs can change and evolve over time. The post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.