



**Project Communications Officer**  
**6 Month Fixed Term Appointment – will consider full-time or part-time**  
**(please specify preferred hours on application)**

The Natural Environment Research Council (NERC) is the UK's leading funder of environmental science. NERC invests £330m each year in cutting edge research, postgraduate training and innovation. The British Geological Survey (BGS) is one of NERC's Research Center's and is a world leading, forward thinking geological science institute with a focus on both public good science for government and geoscientific research to understand earth and environmental processes.

We are currently looking for Project Communications Officer to be based at our headquarters in Keyworth, Nottingham to communicate the science of BGS projects.

You will be required to produce the communications plans for BGS science projects and have the responsibility for all areas of project communications including working with the media, web content, public engagement, internal communication, social media and reputation management issues. In addition you will attend project meetings to report on communication activities and make recommendations for future comms activities as the project(s) progress.

You will possess the ability and the confidence to approach and interview BGS scientists, identify news and be able to work to tight deadlines. Being able to communicate science in an easily accessible manner is essential. You must be competent with Microsoft office applications and be able to demonstrate good oral and written communication skills.

To apply for this post you will possess a minimum of a degree or appropriate alternative in a PR or related discipline and a minimum of 2 years relevant PR experience.

This is a 6 month post within the Corporate Communications Team. Depending on qualifications and experience, full time starting salary will be £28,200 - £30,600 per annum (pro rata).

Full time working hours are 37 per week excluding lunch breaks. A generous benefits package is also offered, including a company pension scheme, childcare voucher scheme, free on-site parking, 30 days annual leave plus 10.5 days public and privilege holidays (pro rata).

Applications are handled by the RCUK Shared Services Centre; to apply please visit our job board at [http://www.topcareer.jobs/Vacancy/irc240898\\_7119.aspx](http://www.topcareer.jobs/Vacancy/irc240898_7119.aspx) and submit your up-to-date C.V. and covering letter, which clearly outlines why you are applying for this specific post and how you meet the criteria described on topcareer.jobs website. In addition please also submit one or two examples of your recent communications work.

Applicants who would like to receive this advert in an alternative format (e.g. large print, Braille, audio or hard copy), or who are unable to apply online should contact us by telephone on 01793 867003, Please quote reference number IRC240898.



Closing date for receipt of CV's is 7 May 2017. Interviews will be held later in May 2017 at our headquarters in Keyworth, Nottingham.

The Natural Environment Research Council is an equal opportunities employer and welcomes applications from all sections of the community. People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. The British Geological Survey is an Investors in People organization and has Athena SWAN bronze award. There is a guaranteed Interview Scheme for suitable candidates with disabilities.