



**Job Title:** Entry-Level Communications Officer

**Job Type:** Part-time (Tuesday – Thursday), 21 hrs

**Location:** Office-based in SE18

**Salary:** £16,380 (FTE £27,300)

**Healthwatch Greenwich is a community-focused organisation that works to improve health and social care services in the Royal Borough of Greenwich. We are currently looking for an enthusiastic and passionate individual to join our team as an Entry-Level Communications Officer.**

This is a unique opportunity to take ownership of a creative, varied and meaningful communications portfolio within a small, supportive charity. You'll lead on digital content, social media, and storytelling – working closely with NHS, local authority, and community partners to ensure people's experiences are heard and acted upon. If you're looking for a role where your work has real purpose, where you can grow your skills and where new ideas are genuinely welcomed, we'd love to hear from you.

This role may be suitable for part-time PhD students who are looking for a position that complements their research interests and provides practical experience in communications, community engagement, and public-facing work.

#### About the Role:

We are seeking an enthusiastic and proactive individual to join our team as an Entry-Level Communications Officer. You will be responsible for developing engaging and informative content for our website, social media platforms, and other communication channels, ensuring that our message reaches as many people as possible.

### Key responsibilities:

- Create and manage content for our website, social media, newsletters, reports, in-print leaflets, and external communications to stakeholders
- Website and social media analytics to drive engagement and awareness
- Oversee data protection and data sharing duties
- Monitor the communications inbox, website webforms, and intranet site
- Represent Healthwatch Greenwich at meetings with external stakeholders.
- Collaborate with the wider team to support with in-person engagement, social research, and project activity
- Assist with administrative tasks, including printing and merchandise orders.

You will have the opportunity to work with a dynamic and dedicated team and will be given the chance to develop your skills and grow within the role. If you are passionate about making a difference and have the drive and creativity to succeed in a communications role, then we want to hear from you!

### Person Specification:

- A degree in Communications, Marketing, Public Relations, Social Sciences, Humanities, or equivalent experience
- Proficiency in using Canva or similar design tools.
- Strong written and verbal communication skills
- Excellent attention to detail and organisational skills
- Experience in social media management, and content creation
- Strong interpersonal skills and the ability to build and maintain relationships with key stakeholders
- Proficient in Microsoft Office Suite
- Experience with website maintenance and content management systems (e.g., Drupal) is preferred, but training can be offered for the right candidate.
- Ability to work collaboratively in a team environment

- A passion for improving health and social care services
- Demonstrated commitment to social justice and equity

**If you are looking for an exciting opportunity to develop your communications career and make a real difference in the community, then we would love to hear from you.**

**Please submit your application form and equalities monitoring form for this role to [joy@healthwatchgreenwich.co.uk](mailto:joy@healthwatchgreenwich.co.uk) with the subject line "Communications Officer Application".**

**Applications must be received by midday on the 18<sup>th</sup> December.**

**Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.**

**Healthwatch Greenwich is committed to promoting equality and diversity and welcomes applications from all sections of the community.**