

Job Pack – Senior Communications Officer

Key details

Job title: Senior Communications Officer

Salary: £32,000-£37,000 per annum pro rata depending on experience

Hours: Part time – 21 hours per week

Contract: Fixed term contract until 2 July 2027

Reports to: CEO

Location: Working from home or office available. Some work from office and other venues is required for meetings and events.

Summary

The National Pro Bono Centre is seeking a brilliant Senior Communications Officer to join our team on a fixed term contract to cover maternity leave.

The main purpose of the role is to create content and manage all external communications for the National Pro Bono Centre.

The ideal candidate will be able to:

- Craft clear and compelling articles and other outputs.
- Research, understand, and communicate complex ideas, diverse experiences, and best practice around pro bono, legal advice, and access to justice.
- Manage and balance multiple ongoing streams of work.

If you have any other skills and experience – for example in design or policy - please let us know. This is not essential but may be an advantage.

How to apply

Please send a CV (max two A4 sides) and cover letter (max one A4 side) to careers@nationalprobonocentre.org.uk.

You may link to or attach up to three examples of your communication outputs.

Deadline for applications: 10am on Monday 13 April.

About us

The National Pro Bono Centre (NPBC) is dedicated to enhancing access to justice through pro bono, by supporting charities and initiatives that deliver pro bono, promoting effective delivery of pro bono, and developing connections within and across the pro bono sector.

To find out more about our aims and how we work – please review the [National Pro Bono Centre 2025-2027 Strategy](#).

We are a small and supportive team with four staff plus freelancers. We deliver almost all projects collaboratively with each staff member contributing according to their role and skills.

Job description

1. To execute the external communications strategy to raise NPBC's profile and lead on this to co-ordinate a more collaborative and engaged pro bono network across the sector, to include
 - creating content and writing clear copy
 - ensuring that the charity's mission and goals are communicated to the general public and specific stakeholders in a clear and timely manner
 - overseeing reactive communications: quickly and professionally responding to relevant news and challenging situations
 - working where relevant with stakeholders to develop a more coordinated and connected pro bono sector
2. Managing NPBC's public relations activities
3. Day-to-day management of the charity's existing social media channels
4. Reviewing and managing NPBC's website
5. Managing the production of the charity's regular newsletters
6. Managing communications relating to sponsors as relevant
7. Overseeing the development of case studies
8. Managing additional communication for ad hoc projects
9. Working with other members of NPBC's team to provide communications support for events and projects that they are leading on
10. Communications support for other activities such as annual reports, research reports and other marketing collateral
11. Managing internal communications

Extra information

AI advice - Please do not use AI to draft your application. While we understand that it can be a useful tool, we find that it results in a generic voice that does not communicate the unique motivations and strengths of candidates.

Equal opportunities statement - We are committed to creating an inclusive environment for all who work with us and strongly encourage applications from anyone who meets the specific criteria of the post regardless of age, disability, ethnicity, gender, gender identity, gender reassignment, marital and civil partnership status, neurodiversity, pregnancy, religion or belief, sexual orientation and socio-economic background.

Please let us know if you require any reasonable adjustments to attend interview.

Data protection - By applying for this role and sending your covering letter and CV you consent to NPBC using and keeping information about you or by third parties, e.g. referees relating to your application or future employment. This information will be used solely in the recruitment process. For unsuccessful candidates, the information will be destroyed within 6 months unless you have consented to extend this period.