



**BRITISH SCHOOL
AT ROME**

Communications Officer

Full Time/Permanent contract

The British School at Rome (BSR) — the largest of the British International Research Institutes — is a centre of interdisciplinary research excellence in the Mediterranean supporting the full range of arts, humanities and social sciences. It creates an environment for work of international standing and impact from Britain and the Commonwealth, and a bridge into the intellectual and cultural heart of Rome and Italy.

We are seeking to appoint a talented, self-motivated and organized person for the role of Communications Officer, to deliver the communications strategy at the British School at Rome. The successful candidate will proactively support the BSR management in identifying the BSR's communication need and be in charge of facilitating a wide range of communication activities that positively reflect on our work.

Excellent written and spoken English (mother tongue level) and good Italian are essential for this role.

This is permanent full-time job, based in the BSR's Rome office, Via Antonio Gramsci 61.

Application

Applications — which should include a completed application form, a letter of application (one to two sides, explaining how your skills and experience are relevant to this post) and a *curriculum vitae* — should be sent as Word documents or pdfs to **HRManager@bsrome.it**. For further particulars, see <http://www.bsr.ac.uk/about/staff-and-fellows/vacancies>.

Closing date for applications: noon (CET) Friday November 25



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We are seeking to appoint a talented, self-motivated and organized person for the role of Communications Officer, to deliver the communications strategy at the British School at Rome. The successful candidate will proactively support the BSR senior management in identifying the BSR's communication needs and be in charge of facilitating a wide range of communication activities that positively reflect on our work.

Conditions of employment:

This is permanent full-time job, based in the BSR's Rome headquarters, in Via Gramsci, 61 – 00197, Rome. The successful candidate will be expected to live in Rome and work at the BSR.

Start date: ASAP

The main duties and responsibilities of the role:

1. Support the BSR senior management in defining and implementing an external communications strategy that positively reflects on the work of the BSR and enhances its visibility.
2. Execute communications campaigns around projects and achievements, ensuring high visibility, in accordance with the BSR senior management's planning and guidelines
3. Produce effective design and delivery of communications products in line with the BSR standards and templates, including a regular newsletter, that effectively convey the desired message to targeted audience(s).
4. Curate and develop content across the BSR's various social media platforms to enhance coverage and support of our activities.
5. Be in charge of the development and curation of content for the BSR website and keep it up-to-date and relevant.
6. Make sure that internal communications are effectively delivered so employees understand the BSR's strategy
7. Collect and analyse communication monitoring data, identifying trends and issues and support in finding possible solutions to improve effectiveness of communications strategies.

8. Support the organisation and advertising of the BSR's regular events programme.
9. Other duties as required by your line manager.

Skills and experience required

Essential

- Written/spoken fluency in English (mother tongue level) and good Italian
- University degree or equivalent in a relevant subject
- Previous experience as a communications officer (2 years)
- Excellent IT skills, including ability in Web Editing (HTML code, Elementor and Wordpress website template)
- Excellent knowledge of social media platforms, including analytics. Willingness to keep abreast of latest trends in communication methods and engagement strategies
- Strong written and visual communication skills
- Proactive and well organized with a high level of creativity
- Demonstrable accuracy and attention to detail
- Ability to work as part of a team
- Ability to meet deadlines and work under pressure

Desirable

- General interest in the areas in which the BSR is active (Arts, Humanities and Social Sciences)
- Some knowledge of Adobe InDesign Graphic Design software
- Some knowledge of photo and video editing software, as relevant to website and social media content delivery

General conditions

All data supplied by applicants will be used only for the purposes of assessing their qualifications and determining their suitability for the post. They will be held in accordance with the principles of the General Data Protection Regulation and the BSR's data protection and retention principles. You can find our Privacy Policy here: <https://bsr.ac.uk/privacy-policy>

Applicants should provide evidence of their eligibility to work in Italy.

How to apply

Applications — which should include a letter of application (no more than two pages) outlining the applicant's reasons for applying; a curriculum vitae with relevant qualifications and job experience, plus language skills; and the names, addresses and email addresses of two academic and/or library referees and a curriculum vitae — should be sent as Word documents or pdfs to HRManager@bsrome.it.

Closing date for applications: noon (CET) November 25 will be held in Rome or by zoom, depending on where the candidate is based.

The appointment will be subject to the receipt of satisfactory references after the interview.

Equal opportunities

The British School at Rome is committed to a policy of equal opportunities in its appointments and awards policy and in the way it offers access to all its facilities and services. The object of the policy is to ensure that no applicant or awardee is treated more or less favourably than any other on grounds of (for example) race, colour, gender, religion, marital status, social background, disability, and age (except where the conditions of an award specify otherwise).

You can find our Policies here: <https://bsr.ac.uk/about-us-governance>

Access policy

It is the policy of the British School at Rome to offer full or equivalent access to all users. The School aims to support full participation by residents in all aspects of its academic and social life. The BSR is a small institution but will make available its resources, staff and equipment to address the needs of staff, awardees or visitors with disabilities, wherever it can.