



## Communications Executive (Fixed Term Contract)

(Ref: cmpg/frc/0003)

### About the FRC

The Financial Reporting Council (FRC) is the UK's independent regulator responsible for promoting high quality corporate governance and reporting to foster investment. The FRC seeks to shape the debate by engaging proactively with its stakeholders and provoking a dynamic public discussion of its work and policy recommendations. To be successful the FRC engages in regular dialogue with market participants, including investors, auditors, actuaries, business leaders and professional bodies.

The FRC's small communications team is committed to achieving consistent, high quality media coverage in the UK and internationally. The team provides strategic communications advice and support to the FRC's Senior Management Team and ensures the organisation and its views are heard. It seeks to build on a sound platform of achievement by recruiting a talented and ambitious professional who can help the FRC to take its communications work to a new level of success.

### About you

You will have some previous experience in a communications role. You will be looking to develop your media relations skills in addition to taking on a broader set of communications responsibilities. You will have excellent written and oral communications skills. You will be able to distil complex arguments into clear, coherent messages capable of communication to the media. An interest in public policy is essential, as is an appetite for taking the initiative and working to tight deadlines. Knowledge of economic and business policy is preferred. You will be collegiate and capable of working well as part of a small team. You will be looking to join an organisation where success and achievement are rewarded.

### About the role

The role will involve:

- Drafting press releases and securing interviews with journalists to ensure the FRC achieves a consistently high level of media coverage;
- Building excellent relations with business journalists from the main national and professional newspapers with the aim of enhancing the FRC's press and broadcast media coverage;
- Providing media monitoring reports to FRC staff and board members;
- Organising events with policymakers and the media to enable the FRC to present policy ideas;
- Researching issues for speeches and reports and taking responsibility for drafting;
- Writing briefings for the Senior Management Team ahead of external meetings.
- Supporting the FRC with the current redesign of the website.

### To apply

To apply for this position please e-mail your covering letter and CV to [recruitment@frc.org.uk](mailto:recruitment@frc.org.uk). Closing date for applications is Friday 17 February 2012. With a view to appointing at the end of February 2012.