



JOB DESCRIPTION

Title: Senior Communications Officer – Corporate Affairs
Reports to: Head of Corporate Affairs

Summary

The Communications team leads all press relations and stakeholder engagement, including corporate communications and government engagement. This new role will strengthen our position as one of the world's greatest arts organisations and a leader in the UK's performing-arts sub-sector.

Main purpose of the job

Reporting to the Head of Corporate Affairs, the Senior Communications Officer will sit within the Communications team. They will provide support across corporate communications and public affairs, policy and regulatory issues, stakeholder engagement, and events activity.

This is a vital role in an agile function that works with a range of internal, domestic, and international stakeholders in media and politics. It is an ideal opportunity for an enthusiastic and motivated individual looking to develop their career in corporate communications and public affairs.

Main Responsibilities

Corporate Communications

The post holder will support the Head of Corporate Affairs in the day-to-day delivery of the RBO's corporate communications output. The work and activities required by this role be focused on conveying the organisation's impact and the vision of its leadership. This will involve:

- Supporting the planning and implementation of the RBO's corporate communication plans, including generating ideas for future engagement across print, broadcast, and online.
- Delivery of key corporate communications campaigns which seek to raise awareness of the RBO's economic, social, and cultural impact across the United Kingdom, and beyond.

- Leading corporate communications output for the RBO's Learning and Participation work – one of the largest arts education programmes in the UK. This will require working closely with the Director of Learning and Participation.
- Leading regional communications campaigns that demonstrate how the RBO is benefitting communities across the whole of the UK. This will require working closely with the Chief Executive's Office.
- Identifying, monitoring, and managing emerging reputational issues and trends that impact the RBO, the performing arts sub-sector, and the wider Creative Industries. Supporting senior leaders with crisis communications where required.
- Creating and delivering content for the RBO's LinkedIn, in collaboration with the Social Media team. Lead on managing and curating the channel to ensure posts are aligned with the corporate affairs strategy.
- Supporting photoshoots, interviews, events, backstage tours, and other activations across the RBO's three sites in Covent Garden, Thurrock, and Aberdare, and other external venues.
- Researching topics of relevance and supporting the Head of Corporate Affairs with preparing briefings for senior leaders, including the Chief Executive, Directors, artists, trustees, and others across the RBO.
- Working closely with the Internal Communications Manager to ensure staff across the RBO are aware of our corporate strategy. This will include sharing case studies and relevant news stories with staff and artists.
- Collaborating closely across key internal departments – these include, but are not limited to: CEO Office, Development and Advocacy, Learning and Participation, The Royal Opera, and The Royal Ballet.

Public Affairs

The post holder will support the Head of Corporate Affairs and Directors across the RBO with political engagement. The work and activities required by this role will be focused on ensuring any policy, regulatory, or political decisions made in Westminster and across the UK are in the best interests of the RBO. This will involve:

- Supporting the planning and activation of the RBO's public affairs activity, including identification of opportunities for engaging with MPs, Peers, Councillors, civil servants, and other relevant political figures.
- Delivery of high-priority public affairs campaigns that focus on support for the performing arts sub-sector. Current areas of focus include creative sector tax relief, the Curriculum and Assessment Review, the Review of Arts Council England, and investment in cultural infrastructure.
- Identifying and analysing policy issues affecting the RBO and wider performing arts sub-sector. The post holder will maintain the RBO's policy map and public affairs activity planner.
- Monitoring political and industry developments, legislation, and debates (working with our external monitoring agency) and updating relevant internal stakeholders with headlines, detail, and recommend follow-up actions.
- Preparing for and representing the RBO in parliamentary engagement and at political conferences, meeting MPs and politicians across the UK's political institutions in a range of different settings, with support from the Head of Corporate Affairs.

- Leading tours of the RBO's sites in Covent Garden, Thurrock, and Aberdare. Supporting the delivery of events, receptions, drop-ins, and other activity on- and off-site, including in the UK Parliament.
- Preparing high-quality briefing materials for meetings with policymakers and external stakeholders at short notice. This will involve working closely with the Chief Executive's Office.
- Supporting drafting of consultation responses, representations to HM Government, select committee evidence on a range of policy issues relevant to the RBO and the wider performing arts sub-sector.
- Drafting content for newsletters and collating information to respond to policy and Parliamentary enquiries on a range of topics, from corporate reputational issues to artistic questions.
- Overseeing the RBO's engagement with MPs/Peers and other stakeholders, to track engagement, sentiment, and enable internal reporting of public affairs activity across the organisation, including to the Chief Executive and Trustees.

PERSON SPECIFICATION

Essential Knowledge / Skills and Experience

- A sound understanding of the Westminster policy-making process, gained through previous political interest/experience, or experience working for a regulated company.
- Excellent communication skills, with a demonstrable ability to write persuasively and engagingly across a variety of media.
- Outstanding organisational, administrative, and presentational skills to maintain reporting and data collection.
- Experience of supporting senior stakeholders engage with national and local government, funding bodies and supporters.
- Awareness of and ability to keep up to date with developments in the following policy areas: performing arts, education, skills and apprenticeships, investment and philanthropy, financial and tax, devolution and local government reorganisation.
- Confident and competent written and verbal communication skills, with good interpersonal sensitivity and relationship management skills.
- Preparedness to work with a variety of managers and stakeholders across the RBO and external organisations.
- A team player who is comfortable with ambiguity and willing to take on a variety of tasks within a busy, agile division.
- Ability to work as a self-starter and proactively deliver tasks that support pre-agreed priorities and targets.
- Awareness and understanding of Equality, Diversity and Inclusion policy within the creative industries and performing arts sub-sector.
- Commitment to managing own learning and continuous professional development relevant to the role.
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.
- Commitment to understanding and upholding the charitable aims of the Royal Ballet and Opera – securing the future of ballet, opera and music, ensuring broad access to the artforms and reaching communities via our learning and participation programmes.

Note: This Job Description reflects the current situation. It may also include other reasonable tasks and requirements as requested by the Head of the department. It does not preclude change or development that might be required in the future.

