

Communications & Office Manager

Job Title: Communications and Office Manager, PA to the Director

Working For: Konrad Adenauer Stiftung

Location: London

Salary: £28,326

The Konrad Adenauer Stiftung is a German Christian-Democratic **political foundation**, with head offices in Berlin and regional offices in over 80 countries around the world. Our London office, which covers the UK and also the Republic of Ireland, is looking to hire a Communications & Office Manager to work as an essential part of our small and dynamic team. Our annual programme of projects includes a wide range of events, from panel-discussions to workshops, to international conferences, and also includes the management of research fellowships and assorted publications. Our work focusses upon key political areas of interest, and requires liaising with a wide range of partner organisations from politics, academia, business, and the media. Our broad areas of focus are British-German relations and the European Union. We pay particular attention to ongoing European integration, German and European foreign and security policy, the challenges of energy security and sustainability, and the challenge of economic competitiveness.

Reporting to:

Director

Role purpose:

The communications and office manager has a key role to play in three specific areas:

- a) Planning and delivering communications to key groups, such as partners, subscribers or internal staff. The post holder will be responsible for the institutional website, Facebook and Twitter accounts editing, coordinating and publishing content across these social media channels. They will also work to progressively improve organisational understanding of what works for different audiences.
- b) Office management including contact and troubleshooting with service providers (IT, communications, services such as electricity, water, gas, cleaning, etc.), constant updating of several database (addresses, institutions, contacts, etc.), mailings, planning, contacting and supervising office interns etc.
- c) Personal assistance to the Director of KAS London including travel planning, diary management, preparing for meetings, etc.

These roles include, but are not limited to, the following:

Communications

- Produce, edit and distribute updates and materials for external and internal audiences
- Provide communications support for events and projects
- Help market and communicate events, such as seminars, conferences, and events for the public
- Ensure consistent branding is used
- Review material regularly, on the basis of feedback if possible
- Maintain library system for press cuttings, monitor cuttings and reports
- Compile press summaries
- Distribute KAS publications to our postal mailing lists

Digital

- Develop, manage and update content for website
- Maintain social media accounts
- Plan and create multi-media communications materials

Administrative support

- Support the director and other team members in the delivery of projects
- Obtain quotes for venues and creating event materials (speaker bios, place cards, programmes, etc.) as required by project managers
- Work to expand and streamline our database of external contacts
- Manage the recruitment and onboarding of office interns
- Manage the general KAS email account
- Ensure office stationery and supplies are readily available
- Regularly check the post and out-tray, ensuring that post is correctly filed
- Provide general assistance to the director (dairy management, coordinate and prepare meetings, travel arrangements, etc.)

Person Specification

- Experience of communications in a professional context
- Knowledge of and experience working with established and emerging social media platforms
- Experience of office administration
- Excellent communication skills
- The ability to work independently and flexibly, as well as part of a team
- The capacity to prioritise and work across multiple projects
- Strong IT skills
- Clear and demonstrable interest in UK and European politics
- Knowledge of German desirable

To apply, please submit a CV and covering letter of no more than 2 sides of A4 outlining why you are interested in this position and how you meet the criteria above, drawing on specific examples to kas-uk@kas.de. The deadline for applications is **18 February 2018**. Interviews will be held in London in the first week of March 2018.