



**Post Title:** Communications Officer

**Contract Hours:** 37 Hours per week

**Tenure:** Permanent

**Post Ref:** NU2526

£28,031 - £31,236 per annum

**Job Outline:**

We're looking for a Communications Officer, with a keen interest in content creation and social media, to help encourage prospective students to join our university and engage our community with all that's happening at Birmingham Newman.

If you're ready to sit alongside friendly, hard-working colleagues, and enjoy communications in all its forms (whether written or verbal, social media or design), you could be exactly the person that we're looking for!

The post of Communications Officer will see you providing support across the Content and Communications team within the University's Student Recruitment, Marketing and Admissions directorate. You'll provide the dynamism to help drive forward the University's digital presence, helping to encourage Birmingham Newman to raise its profile and engagement across multiple social platforms, creating and sharing targeted, relevant, and timely content. You'll also work closely with our web, CRM, content creation and communications experts, ready to step in on their behalf if called for.

The successful candidate will need to balance a varied workload and possess strong written and verbal communication skills. They will also understand what does and doesn't work on social media. Being creative and adaptable will be a must, as will working closely with your marketing and communications teammates in the Directorate for Student Recruitment, Marketing and Recruitment.

**Main responsibilities include:**

- To provide communications support across the Content and Communications Team
- Working with the Communications and Events Manager, Web and Digital Manager, and CRM Officer to assist with content and messaging development, and delivery
- Helping drive forward the University's digital presence, with a primary focus on social media and supporting with web, CRM and the University's digital screen network
- Support with content creation, working with the Content Creation Officer to deliver



the University's Content Strategy

- To provide support for institutional/subject based digital content creation, both proactively and reactively
- Lead on organic social media activity, coordinating the departmental approach to organic social media activity / output across the Content and Communications team and in support of the institutional calendar
- Deputising for the Communications and Events Manager, Web and Digital Manager, or CRM Officer when necessary.

Informal enquiries about this opportunity are very welcome. Please contact Keith Gabriel [K.Gabriel@staff.newman.ac.uk](mailto:K.Gabriel@staff.newman.ac.uk), to discuss the role further.

An online application form and further details about this role are available from [newman.ac.uk/jobs](http://newman.ac.uk/jobs). Please submit your completed online application form by the advertised closing date.

**Please note that CVs are not accepted as part of the application process unless explicitly stated**

**Closing date for applications: 5<sup>th</sup> May 2026**  
**Interviews will take place on: 17<sup>th</sup> June 2026**

Birmingham Newman University offers a wide range of staff benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: <https://www.newman.ac.uk/knowledge-base/staff-benefits/> or please contact the Human Resources Department.

***Birmingham Newman University is an Equal Opportunity Employer***

***Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham, West Midlands, B32 3NT.***