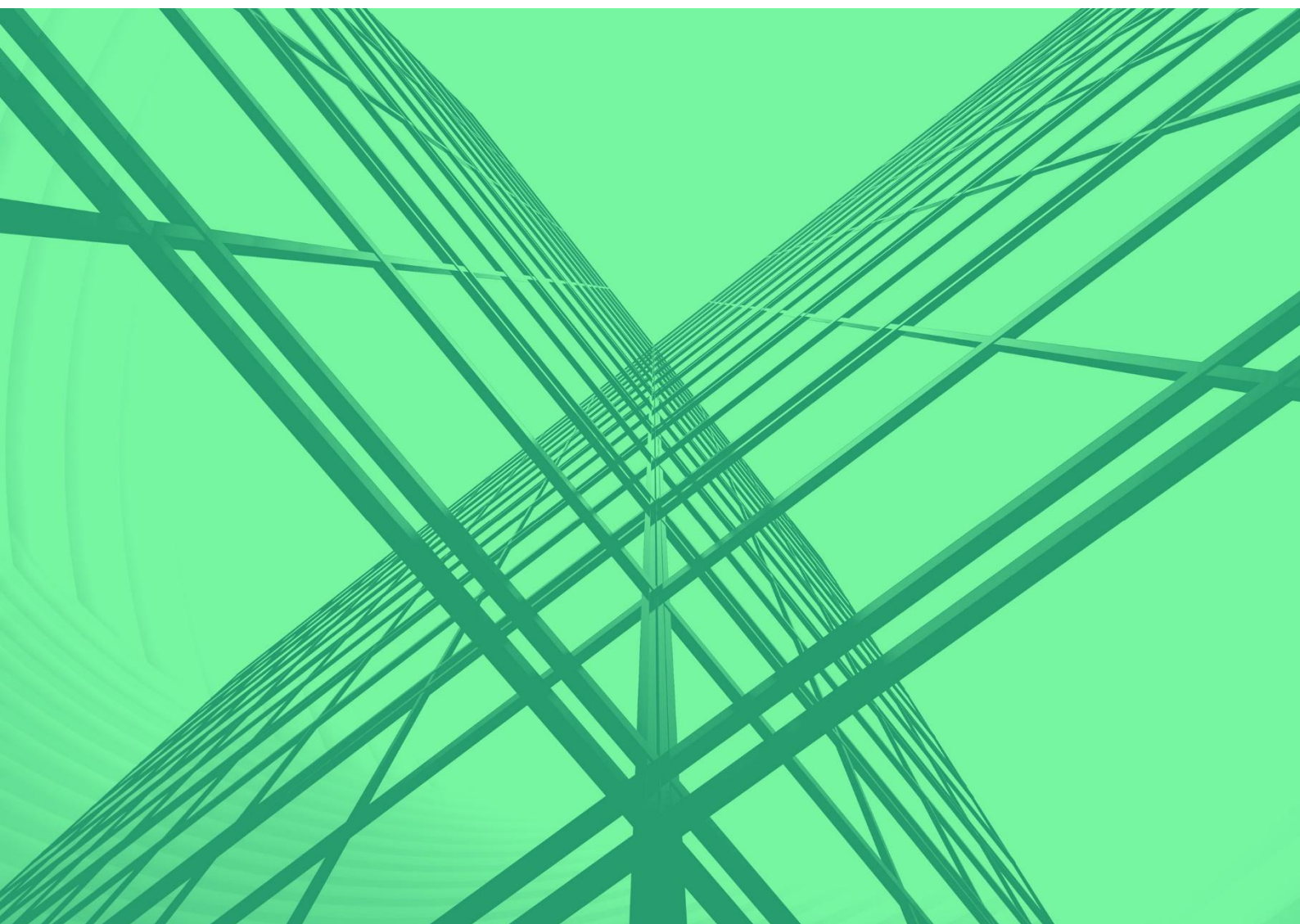


Communications & Policy Executive

CANDIDATE PACK

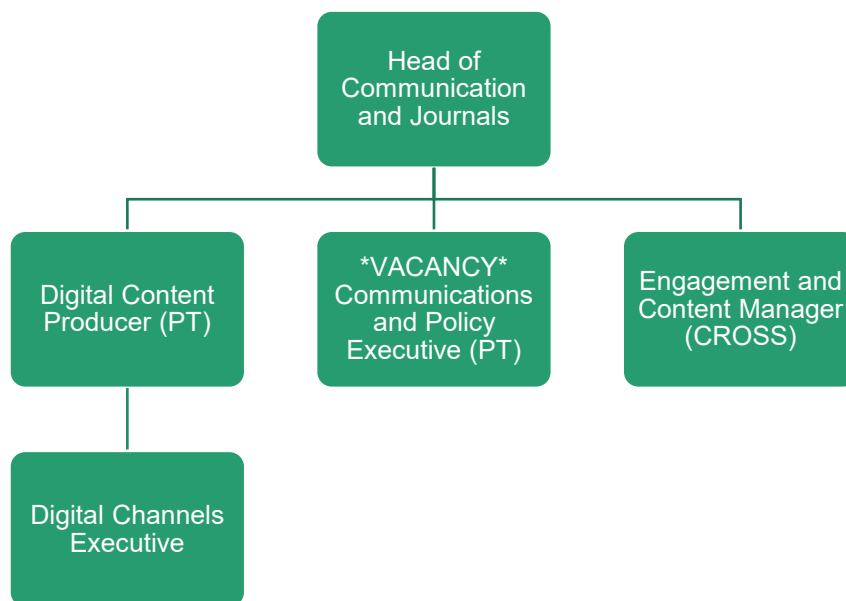
Part time

21 hours per week



The Communications team

Our Communications team are a team of 4 that report into the Head of Communication and Journals and are part of the wider Communication and Journals team.



Do you excel at transforming complex policy issues into clear, compelling communications that inform, influence and inspire? If so, this could be the perfect opportunity for you.

As the Institution's Communications and Policy Executive, you will help deliver high-quality communications, media campaigns, policy outputs and digital content that strengthen the Institution's profile, reputation and influence.

Working across communications, media relations, public affairs, and member and stakeholder engagement, you will play a pivotal role in promoting the Institution's work to members in the UK and around the world, as well as government, regulators, industry partners, the media and the wider public.

Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join us at our central London HQ and help support our vision to lead, support and nurture the development of structural engineering worldwide.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded, collaborative and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit into our organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on :

Full job description and person specification	pages 4-7
Salary and package details	page 8
How to apply	page 9

More about us :

Our organisation, governance and values	page 10-11
Organisational Structure	page 12

Job description and person specification

1. Job details

Job title:	Communication and Policy Executive
Reports to:	Head of Communication and Journals
Date:	September 2026
Location:	The Institution's HQ, London or elsewhere as reasonably required.

2. Job purpose

To contribute to the delivery of compelling communications campaigns, policy developments and digital content that supports the organisation's strategic plan.

To support the delivery of communications campaigns that grow the reputation of the Institution and consistently drive IStructE's awareness and reputation in the UK and globally.

To monitor and report on the impact of campaigns, media relations activity and policy outputs.

3. Role and responsibilities

Communications Delivery

1. Contribute to the development and delivery of strategic communications through high-quality media relations campaigns using research, data and audience insight to ensure communications are relevant and engaging.
2. Draft and issue press releases, news announcements, speeches, media statements and industry briefings.
3. Work in partnership with colleagues to create engaging content for digital platforms as part of integrated campaigns.
4. Work closely with partner organisations to drive industry-wide policy and collaborate on sector campaigns.
5. Monitor and report on media relations activity, including daily media monitoring, assisting with enquires from journalists and working to a media cultivation plan to drive media engagement with IStructE initiatives.

6. Respond to media enquiries, prepare statements, arrange interviews and manage media coverage to promote Institution initiatives or for events that are in the public interest.
7. Build and maintain strong relationships with journalists across local, regional, national and global media outlets to grow positive coverage and media engagement.
8. Contribute to internal and external communications, including social media, website updates, and the delivery of monthly CRM.
9. To monitor the PR inbox daily and distribute relevant and important content to colleagues across the organisation.
10. Monitor and evaluate media activity against the organisation's objectives, as well as performance information for all aspects of press and media activity.
11. Support with communications reporting on campaign impact, press coverage and communications outcomes. Ensure reporting is aligned to KPIs, and campaign targets.

Policy

12. Support policy and stakeholder delivery, working with Professional Engineering Institutes, ensuring departments across the organisation are kept up to date on the latest government and policy developments with timely updates.
13. Support, promote and deliver policy and consultation responses in conjunction with our Technical Team and Chief Executive's Office.
14. Support and deliver public affairs and communications campaigns, stakeholder engagement, and public and member communications campaign outputs.
15. Maintain a database of up-to-date stakeholder contacts for use across communications campaigns.
16. Track policy and legislative developments to identify opportunities for content creation and media and communications campaigns.
17. Administer the stakeholder and EDI working groups, monitoring actions and ensuring delivery in conjunction with colleagues across the organisation.

4. General responsibilities

1. Network and build positive working relationships, attending relevant conferences, as required.
2. Keep up to date with current trends and innovations in media, policy and digital communications to support the efficiency and stability of the department and the Institution.
3. Attend and proactively input into team meetings, as required.

4. Develop and grow personal knowledge and expertise.
5. To act in accordance with data protection laws and pro-actively focus on the quality of data held in your department.
6. Comply with all Institution Policy and Procedures.
7. Any other reasonable ad hoc duties as requested.

5. Communications and working relationships

1. All members of the Institution, as well as members, stakeholders, PEI sector contacts, media and members of the public.
2. Panel, committee and task group members, in particular the EDI committee and stakeholder groups.
3. All employees of the Institution.
4. External bodies – such as other Institutions, UK Government and regulatory and policy bodies and joint working partnerships.

6. Knowledge, skills and experience required

Criteria	Essential/Desirable
<u>Qualifications and knowledge</u>	
A good standard of education at Level 3, A-Levels or vocational equivalent.	E
Educated to degree level with qualifications related to policy, media, journalism or politics.	D
Understanding of the UK policy landscape and how government operates.	E
Strong interest in engineering and the built environment.	E
<u>Skills</u>	
Excellent organisational skills, able to work independently with minimal supervision and with a systemised/methodical approach to managing multi-stream workload with the ability to work under pressure to meet tight deadlines.	E
Excellent written and verbal communication skills with the ability to present and explain detailed information clearly and succinctly.	E
Attention to detail, accuracy and ability to check detailed information, able to critique own work and the work of others.	E

Criteria	Essential/Desirable
Flexible and resourceful and able to manage and work in a small team and collaborative to work with other departments and other parties.	E
Confident in researching and analysing complex issues and presenting clear insights.	E
<u>IT Skills:</u>	
Word/Outlook/Excel and PowerPoint to Intermediate standard	E
Digital platforms	E
<u>Experience</u>	
Communications campaign experience, high delivery standards with a focus on quality, innovative and engaging content.	E
Experience of traditional media relations, cultivating journalists and delivery of engaging social media content as a result of that.	E
Working with internal and external stakeholders on policy research and formulation.	E
Writing press releases and articles to the media.	E
Reporting on communications and media outputs	E
Ability to take minutes and track actions.	D
<u>Other</u>	
The job holder may be required to travel in the UK to support events.	E/D

This job description does not form part of the contract of employment and may be subject to change.

Salary and package details

Salary: £33,755 per annum (Starting Salary) FTE (pro rata for part time hours)

Contract: Part time – 21 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

Benefits on commencement:

- Life Insurance (death in service benefit)
- Eye care and glasses- eye tests paid for and contribution towards any glasses specific for DSE use
- Access to some parts of the employee assistance programme
- Pension- can join the pension scheme from any date after commencement in Tier 1 (employer 6%, employee 3% minimum contributions)
- 25 days paid annual leave (increasing with service to 28 days) plus bank holidays and flexi leave
- Flu vaccination voucher

Benefits from three months:

- Pension- automatic enrolment in Tier one: employer 6%, employee 3% minimum contributions
- Pension- you can request to join Tier two: employer 9%, employee 5% minimum contributions
- Full pay sickness absence up to 65 days in a 12-month rolling period
- Income protection insurance: you may be eligible for this support if you are absent due to sickness for a continuous period of 13 weeks or more, subject to acceptance of the claim
- Full access to our employee assistance programme which includes a discounts and savings platform and access to additional health services (e.g. counselling, physio, 24 hour online GP, nutritionist and personal training sessions) via an app-based service

On successful completion of a 6-month probation period, you will be eligible to the following optional benefits:

- Private medical insurance (PMI) currently provided by AXA (voluntary and subject to tax and NI)
- Health cash plan, currently provided by BUPA (voluntary and subject to tax and NI)
- Reimbursement of an agreed and appropriate Membership subscription
- Season ticket loan (non-taxable)
- Cycle to Work Scheme
- Paid maternity, paternity, adoption and carers leave at rates of pay higher than statute, subject to service requirements as per the current policies
- Opportunities for pay progression.
- Two paid days annually for volunteering

How to apply: the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please see our [website](#).

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive we cannot write to all applicants.

Applicants must possess a current right to work in the UK. Applicants who do not have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered.

The selection process will consist of a job-related assessment followed by a virtual interview with the manager for this post Victoria Kington – Head of Communication and Journals and Conor Boyle - HR Resourcing and Support Executive.

The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team or the Institution.

The second stage of the selection process will be a face-to-face interview with Victoria Kington, Head of Communication and Journals and a panel of other internal managers.

We want to support you. If you require any reasonable adjustments during our recruitment process, this could be for the application, assessment and/ or interview, please let us know as soon as possible so that adequate provisions can be made for you.

The Institution of Structural Engineers

With over 30,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

Governance

The Institution of Structural Engineers is governed under its Royal Charter, byelaws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 75 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

Our values & Mission statement

We strive towards a structural engineering profession that is built on integrity, excellence, inclusivity and collaboration. Our aim is to secure a safe and sustainable world by advancing structural engineering, raising professional standards, and sharing knowledge.

- **Integrity** – We are committed to upholding the highest standards of ethical conduct in our practices and interactions.
- **Excellence** – We are focused on excellence in everything we do, setting high standards for ourselves and our members, valuing quality, innovation, and continuous improvement.
- **Inclusivity**- We are inclusive, we embrace diversity and value the contributions of individuals from all backgrounds, perspectives, and experiences, fostering a welcoming environment for all.
- **Collaboration** – We believe in the power of collaboration and cooperation, encouraging members to share knowledge, resources, and expertise for the collective advancement of structural engineering.

For more detailed information about the Institution please visit our [website](https://www.istructe.org).

Our Work

Climate Change

The climate emergency is the greatest threat to our planet. Structural engineers have a responsibility to help mitigate its effects by changing the way buildings and infrastructure are designed, commissioned and constructed. The Institution, our [Climate Emergency Task Group](#) and [Sustainability Panel](#), supports these vital efforts through its role as an international centre of knowledge, sharing information and opinion with its membership and beyond.

Resilience

The Institution support the efforts to build [resilient](#) communities. Members take measures to avoid, reduce, resist and aid recovery from extreme events including Tsunamis, flooding, explosions and seismic events. Our [Humanitarian and International Development Panel](#) as well as our [Seismic and Dynamic Events Panel](#) includes experts from regions around the world. They help structural engineers confront the challenges faced by the poorest and most vulnerable people and progress activities to support the development and understanding of seismic and resilient design.

Safer Structures

Structural engineers consider the safety of structures from design and construction through to operation and demolition, in accordance with local legislation. The [Institution of Structural Engineers](#) along with [CROSS](#) investigates failures and near misses (including [Grenfell](#)) in order to share knowledge and insight to Structural Engineers to avoid any potential or future disasters.

Young Members

The Institution is committed to ensuring the profession of Structural Engineering is accessible to everyone. We offer tailored visits, events and networking opportunities to our [young members](#) to help them get support at a crucial time in their career. Our values extend to our work in [education](#) that encourages young people from diverse backgrounds to choose and access structural engineering careers.

Mentoring Programme

We support professional and career growth through our [mentoring programmes](#). It offers mentees an effective way to progress their career to accessing knowledge and experience of expert and impartial mentors. For mentors it develops existing leadership skills by supporting mentees growth.

Support

Our [Benevolent Fund](#) offers support to current and former members and their dependants going through tough times who may need financial support. Partnered with Anxiety UK, our members will also be able to quickly access therapeutic support if needed and have access to a range of learning materials to support managers and their staff on mental health awareness.

Organisational Structure

