

# HEAD OF COMMUNICATIONS & PUBLIC RELATIONS

## ROLE DESCRIPTION

*May 2025*



**The Society of Authors is looking for a Head of Communications and PR to lead its strategic communications as the UK's largest trade union of writers, illustrators, and literary translators.**

**Job Type:** Permanent

**Location:** London / Hybrid

**Basic hours per week:** Full-time, 35 hours per week, flexible working practices

**Salary:** £38-45,000 pa, depending on experience

**Reports to:** Chief Executive

**Line report:** Communications and Campaigns Manager

## About the Society of Authors

**The UK's largest trade union for all types of writers, illustrators, and literary translators. We have been advising authors and speaking out for the profession since 1884.**

With over 12,500 members, the Society of Authors (SoA) provides unlimited, confidential advice on all aspects of the business of authorship, including the clause-by-clause vetting of publishing and other contracts.

As a union, we promote, protect and campaign on the business of authorship on issues ranging from artificial intelligence and author incomes, through to copyright and contractual law.

We run and support hundreds of events each year, including professional training and industry discussions, and member-led community events online and around the UK.

We also manage several charities that award grants and prizes distributing circa £700,00 per annum, and we manage over fifty literary estates.

## About the role

The role of Head of Communications and PR at the Society of Authors oversees the strategic communications for the UK's leading author body – with many exciting and important stories to tell.

Responsible for all aspects of the SoA's external communications, you will develop integrated communications and campaign strategies that reflect our values of being member-focused, authoritative, supportive, and inclusive of all UK authors.

You will be proactive about promoting, protecting, and campaigning on authors' interests through strategic communications and campaigns. You will work collaboratively with the Policy and Public Affairs team, and with all departments at the Society of Authors (SoA). The Head of Communications and PR will focus on developing and delivering strategies to raise the SoA's profile, influence, and visibility.

*May 2025*

# Key responsibilities

## External communications

*Responsibility for the SoA's outward communications, across all functions and media channels, working with all departments and staff to promote SoA activities and to increase the profile of the organisation.*

- Develop and deliver proactive and reactive communications and PR plans, reflecting the SoA's mission, purpose, and values, including regular reporting, monitoring, and evaluation.
- Provide strategic counsel on comms and reputational issues.
- Oversee and develop the SoA's narrative and align communications strategies to promote, protect, and campaign on authors' interests in the UK publishing industry.
- Ensure consistent branding, narrative and presentation across all communications outputs and materials including the Society of Authors' website.
- Manage effective external communications outputs including media relations, events, and digital communications.
- Manage effective communication of the SoA's work to members.
- Support the function and output of member groups and give strategic communications advice to the Board and Senior Leadership Team.
- Build the press and media profile of the SoA as a source of expertise about authors, their rights and business interests.
- Build and maintain contact with lead editors, section editors and journalists across the trade media and national media, ensuring the organisation is the media's first port of call on issues of relevance to UK authors and the publishing industry.
- Oversee our wide range of print and digital publications, which may include researching, compiling, writing, designing, and proofing publications in liaison with key staff.
- Work with the Communications and Campaigns Manager to develop the website and social media output and their place in the overall communications and PR strategy.
- Manage our outward news and strategy, monitoring external and internal events and activities and coordinate reactive and proactive responses.
- Support the CEO and Policy and Public Affairs team by leading on media activity to support our lobbying and campaigns work, to include monitoring and researching key issues; drafting press releases, supporting government submissions and briefings.
- Increase engagement with key stakeholders and organisations within the industry.
- Oversee and contribute to the creation of promotional copy and materials.
- Effectively line manage the relevant roles within the communications team.
- Commission work and lead relationships with relevant external providers and agencies.

## Internal communications

- Schedule and chair meetings related to all SoA communications.
- Report and present strategy, plans, evaluations, and feedback to various stakeholders, including the Board and Senior Leadership team.
- Provide regular monitoring reports on all SoA communications channels.
- Ensure colleagues are aware of all communications activities and developments.
- Develop relationships across the organisation to ensure all teams and activities are represented in SoA communications.
- Offer guidance, training, and support to staff involved in communications activities.

*The Head of Communications and PR is part of the SoA's management team, reporting directly into the CEO, Anna Ganley, and working closely with the SoA's Policy and Public Affairs team.*

*The duties above outline the broad areas of responsibility of the role. The SoA reserves the right to vary these duties to suit the requirements of the business.*

## Person specification

### Essential

- Exceptional communication skills (written and oral).
- Adept at working with the media, members, and key audiences to further the SoA's interests.
- Considerable experience in a senior communications role.
- High level of curiosity and intellect which can be applied to the wide-ranging and complex issues associated with publishing and the broader creative industries.
- Strong digital expertise including website management, email campaigns and social media.
- Experience in developing and executing successful communications and social media strategies.
- Ability to remain calm under pressure, working to tight deadlines while exercising sound judgment and maintaining high attention to detail.
- Experience of handling issues and crisis communications
- Experience of line management, budgetary management and advising senior staff on communications.
- Highly developed decision-making skills and ability to build consensus.
- Energy, enthusiasm, commitment, and proven ability to effectively lead and motivate people.

### Desirable

- Deep knowledge of the UK media landscape.
- Full understanding of digital media and relevant communications tools.
- Knowledge of the publishing sector and a belief in the value of the creative industries.

## What we offer

As a progressive and ethical not-for-profit organisation, we offer a range of benefits to support your physical, mental, and financial wellbeing. We are a [London Living Wage](#) and a Disability Confident – Committed employer.

Benefits include:

- Competitive salary
- Cycle-to-work scheme
- Death-in-service benefit
- Employee assistance programme
- Flexible, hybrid working practices
- Family-friendly, disability-confident inclusive culture
- Generous annual leave, including all bank holidays
- Salary exchange pension scheme
- Interest-free annual travel card loan
- \*Office closure over Christmas
- Private healthcare

*\*Colleagues can work over the Christmas period, although the building is closed. For those who wish to take additional time off, colleagues take these days from their annual leave allowance.*

As an employer, we nurture a working environment in which staff can grow and develop. We recognise the value of flexibility in the way we work with a positive culture of hybrid working practices. We welcome questions and conversations at interview stage about how flexible working works for you.

Inclusion, diversity, and representation are at the core of our values, and we work to tackle structural discrimination and prejudice. Part of this commitment means that we are looking to increase diversity in our organisation at all levels. We strongly encourage applications from a broad range of social, cultural, educational, and underrepresented backgrounds.

## Apply

To arrange an informal conversation about this role, please contact CEO, Anna Ganley at [AGanley@societyofauthors.org](mailto:AGanley@societyofauthors.org).

To apply, please send your CV, and a personal statement which demonstrates how your skills and expertise meets our requirements (max. 2 x A4 pages) to: [EFrattaroli@societyofauthors.org](mailto:EFrattaroli@societyofauthors.org)

If any part of the application process is not accessible to you, please [let us know](#).

**Deadline for applications: Sunday 22 June 2025 at 11.59pm.**

The role can be worked flexibly with a combination of office and home hours.

## Privacy Policy

By sending your CV in response to this advert, you are giving us consent to contact you to discuss your application as per our Privacy Policy. We endeavour to respond to all applications but if you do not hear from us within seven working days, please assume your application has been unsuccessful and your records will be deleted from our system. Read our [Privacy Policy](#).