



Communications Manager Job Description

Salary: £42,000 per annum pro rata

3 days a week, permanent contract

Home-based with occasional face to face meetings in London or Bristol

Deadline for applications: June 21st 2026 (midnight)

Online Interviews: July 9th 2026

Introduction

The National Centre for Creative Health (NCCH) is looking for a dynamic, pro-active and experienced Communications Manager. You will support the organisation as we deliver our mission to advance good practice and research, inform policy and promote collaboration, and embed creative health in health and social care and wider systems.

Job Responsibilities/Purpose:

Key responsibilities will be to help deliver NCCH's Communications Strategy for the organisation. Working with the CEO, the Communications Manager will develop NCCH's relationships with key stakeholders and networks. This will be done by driving engagement with our social media channels (LinkedIn, Bluesky), all our NCCH newsletters (General, & Health & Care), and to our NCCH website through managing news/blogs/resources content uploads, and support promotion of our events.

Strategic:

- Work with the CEO to develop and deliver the Communications Strategy and Action Plan.
- Develop an understanding of key organisational challenges, partner and stakeholder behaviour, target audiences, sector activity, and environmental factors that could impact the organisation.
- Identify new routes to communicating with more diverse audiences including other organisations via their newsletters and social media, where relevant.
- Develop an understanding of short- and long-term organisational goals and planned initiatives.
- Stay informed of developments in the field of marketing and communications within the industry to foster ideas and innovation.

Operational:

- Developing and maintaining a database of NCCH partners, stakeholders and PR outlets and ensure relevant communications with them for disseminating project information, news items and events etc.
- Working with the General Manager to ensure the CRM (Monday.com) is used effectively
- Work in partnership with the General Manager to ensure NCCH mailing lists and audience/stakeholder data is adequately updated and protected.
- Meeting regularly with CEO and Head of Programmes to agree Health and Care Newsletter content and with CEO to agree General Newsletter content
- Developing content for newsletters and campaigns including blogs and targeted messaging.
- Ensuring effective management and monitoring of NCCH Social Media channels, including creating and posting content, monitoring and evaluating impact, creating/posting creative health content for health and care professionals, as well as creative health content for social media to more general audiences.
- Creating and managing other content where needed such as website updates (in regard to News/Blogs/Resources), press releases, stakeholder updates and email marketing, including research, sourcing and drafting content (written, images and video), design/production and liaison with external stakeholders.
- Designing campaigns to target specific audiences and analysing campaign performance to help with recommendations for future projects/campaigns.
- Helping manage the promotion of webinar/online and in-person events to encourage engagement and sign-ups.
- Working with our CEO and other staff to support campaigns and specific high profile events including administrative tasks.
- Arrange and deliver public relations (PR) opportunities, writing press releases and preparing associated assets where needed and managing press enquiries.
- Oversee the creation of all branded graphics including liaising with external graphic designers and other media-production specialists where needed for the completion of projects.
- Manage Communications folder in Google Drive and ensure up-to-date assets are available for use including images and banners.
- Adjust and communicate as necessary to ensure costs for materials, media, and resource are in line with specific budgets.

Communications Manager Qualifications/Skills:

Knowledge, Skills and Experience	Expected	Desirable
Educational qualifications relevant to the role	X	
Knowledge of health and social care and creative health		X
Strong, versatile copywriting and design skills	X	
Excellent written and verbal communication skills, including verbal presentation and facilitation	X	
Excellent organisational, planning and coordination skills	X	
Excellent interpersonal skills in communicating with people from different backgrounds and ability to build collaborative relationships	X	

A range of skills in using computer applications and packages including MS Office, PowerPoint, Excel, Zoom and Teams etc.	X	
Knowledge and skills in using AI and awareness of risks and opportunities	X	
Ability to multi-task and re-prioritize as needed	X	
Ability to work independently and take full ownership of work	X	
Proactive approach to resolving problems and issues	X	
Experience of managing communications for a small organisation and working in a team	X	

How to Apply

Please submit a CV and a letter explaining why you want the job, what skills and experience you will bring and how you meet the person specification. **Please include the names and contact details of two referees.**

Please email your application to: info@ncch.org.uk by **midnight on Sunday June 21st 2026**

We will let you know if you have been shortlisted for interview by Thursday July 2nd. Interviews will be online on **Thursday July 9th.**

Safer Recruitment Statement

The National Centre for Creative Health is committed to safeguarding and promoting the welfare of children and adults at risk of harm. NCCH expects all staff, trustees, and associated personnel to share this commitment. NCCH has a clear safeguarding policy and will take up references and will make appropriate checks as required prior to any offer of an appointment.

Diversity Statement

The National Centre for Creative Health (NCCH) is committed to promoting equality diversity, inclusion and belonging, providing an inclusive and co-operative environment in which all individuals working for and on behalf of the organisation feel respected and able to give of their best. NCCH is committed to reflecting and representing the diversity of the UK and to equal opportunities in employment. The policies and practices of NCCH aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. At the heart of everything we do, we seek to treat people fairly and with dignity and respect.

We encourage all applicants to complete our voluntary and anonymous Equality, Diversity, Inclusion and Belonging Monitoring form as part of the application process, as this helps us review our performance.

<https://forms.gle/Qn9VcqoT9bA6dxBH6>