

Communications Officer

Part-time (0.5 FTE), home-working, paid salary £14,560-17,795 pa

The Academy is seeking a talented individual with sound experience in the broad area of communications across web, social media, and email channels, to join the team on a part time basis to support in promoting the Academy's activities and that of the wider social science community. We are looking for a motivated, meticulous colleague, who enjoys being busy, who is comfortable working from home as part of a small friendly team and is actively seeking part time work to complement the other commitments in their life.

Working to the Head of Communications and with others in the Academy and its Campaign for Social Science, you will help to deliver a range of communications to raise awareness of the social sciences and the Academy's activities to advocate for them. You will also support work across the Academy, including its Fellowship, some of which will require administration.

The Academy of Social Sciences is a unique and independent UK charity that brings together the best in the social sciences, from across academia, policy, and practice. We are a highly respected and established professional body, and the only UK organisation dedicated wholly to the promotion of social science. Our 2024-2029 strategy sets out our vision which includes expanding our public engagement and events programme, as well as delivering some important new projects.

This is a great opportunity for a communications professional who brings quality practical experience in day-to-day communications and is looking for a part-time role to use their skills, ideas and creativity to deliver engaging communications targeted to specific audiences. You will have good attention to detail, experience of copywriting for various channels, and enjoy being part of a small team at the heart of the organisation. You will bring initiative, sound judgement, and strong interpersonal and IT skills. You must be able and willing to work from home and be available to travel to London regularly. **This role is not suitable for a new graduate or individuals with limited relevant work experience.**

About the role

Working with the Academy team and reporting to the Head of Communications, the post will play an important role in the delivery of a range of communications to the Academy's varied audiences, including our Fellows, member learned societies,

Campaign supporters, policy contacts and the wider public, as well as supporting with elements of the Academy's administration.

Job description

Day-to-day communications

- Support on planning, drafting, editing and scheduling social media posts across the Academy's channels (LinkedIn, X and Bluesky) for a range of content.
- Create social media cards and other assets to share via the Academy's social media channels using the appropriate software (e.g. Canva).
- Support with the planning, drafting, editing and sending of the eBulletin, the Academy's monthly e-newsletter.
- Support in the preparation of other mailings to the Academy's Fellowship and subscribers, relating to membership administration and event promotion.
- Collect analytics data for the Academy's channels and support in the interpretation of that data to spot trends to inform communications planning.
- Attend Academy events, both in-person and online, when required and provide communications support both pre- and post-event as appropriate.

Website

- Support with proofreading and uploading content to the Academy's website, including the monthly policy monitor, comment and analysis pieces, event listings and news items.
- Where appropriate, support in drafting news items for the website about the Academy's work, Fellows' news and wider news in the social science community.
- Support with the management of the content of the website such as checking for broken links and updating the homepage with new content.

Research

- Keeping abreast of news in the social science community and researching potential stories or news items for the website and eBulletin.
- Research and compile relevant press contacts to distribute the Academy's press releases to.

Administrative support

- Administrative support where appropriate related to communications functions and projects e.g. organising meetings, circulating content requests, and maintaining and updating contact lists.

- Monitor shared email accounts.
- Other duties as required by the Head of Communications.

Essential experience

- Strong track record of writing and proofing compelling copy for different channels including social media, website articles and emails, and tailoring the approach and tone depending on the audience.
- Excellent writing skills and clear use of English; experience of writing for professional audiences.
- Experience of creating content for and managing/monitoring social media channels. Experience of using LinkedIn, X or Bluesky would be beneficial.
- Experience using Canva or other graphic design software to create assets for social media would be beneficial.
- Experience of collecting and interpreting analytics data to pick out patterns and trends.
- Experience of using a website content management system to upload and edit content. Wordpress would be desirable.
- Experience of using Mailchimp or another email client to send emails to large subscriber bases.
- An understanding of working in a small team and a willingness to get involved and contribute ideas as part of a team.
- At least 3 years of relevant work experience.
- An appreciation of the value of inclusivity, ensuring fairness and opportunity for all.

Desirable (but not essential)

- A good working knowledge of the social sciences, preferably to degree level, and an understanding of the big challenges facing society today.
- Understanding of working in a charity for public benefit and with political impartiality.
- Experience of editing short videos for social media and the website using Adobe suite or similar.
- Experience of using Trello or other project management software.

Attributes

- Good attention to detail
- Strong time management and organisational skills
- Effective multitasking: ability to manage and meet competing deadlines
- Creative whilst understanding the importance of organisational brand guidelines/visual identity
- Personable
- Common sense and sound judgement
- Good team player

The Academy of Social Sciences

The Academy of Social Sciences is the national academy of academics, practitioners and learned societies in the social sciences. We exist as a charity to 'promote social sciences in the UK for public benefit'. We have an elected Fellowship (membership) of some 1,700 individuals, nominated for their leading expertise and contributions to the wider world of social science, and 46 member learned societies, all of whom collaborate and support our work in different ways.

Formed some 25 years ago from a precursor association of learned societies in the social sciences, the Academy has strong roots, great networks, and much respect in the social sciences community. It fulfils a UK-wide and distinctive remit independent of government and government funding. It is supported financially by member subscriptions, sponsorships and project-based fundraising.

Terms

This is a part-time, permanent position, subject to successful completion of a six month probationary period. There is some flexibility in how the hours (17.5 pw excluding lunch hours) are worked, however we would anticipate the role to work four hours per day for four days per week and that these hours would align within the team's core hours of 10am to 4pm.

The Academy operates as a virtual organisation with all staff working from home. The Academy keeps under review the option of offering staff some hybrid working space in London. The appointee will be comfortable working largely from home but live within sufficiently easy reach of London to attend meetings in person, including quarterly team meetings. There will also be the occasional requirement to travel to events being held across the UK. The position is salaried (FTE) at £29,120-£35,590pa (and paid pro rata at 0.5FTE), according to experience. The Academy offers generous leave entitlements and employer contribution to a defined contribution pension scheme.

Enquiries and applications

Please direct any enquiries about the role to Amy Williams, Head of Communications, Academy of Social Sciences (a.williams@acss.org.uk).

The closing date for applications is 5pm Wednesday 17 June 2026.

Please send a CV and covering letter (max 2 sides of A4), evidencing how you meet the requirements of the job description and person specification, and listing your current (or most recent) salary, to Dr Sarah Jones, Director of Operations administrator@acss.org.uk

Successful shortlisted candidates will be contacted by Monday 22 June 2026, with first interviews expected to be held on Wednesday 24 June 2026 via Zoom. Second interviews may be held in person in London the following week on Monday 6 July 2026. If you have not heard from us by the end of 26 June 2026, please assume you have not been shortlisted for interview; we thank you for your application.