

JOB DESCRIPTION			
Job title	Head of Communications, Nuffield Foundation	Department	Strategy and Engagement
Job holder		Reports to	Executive Director, Strategy, Governance and Engagement
Job type	Permanent	Date created:	May 2026
Job aim	<p>The Head of Communications leads strategic communication in support of the Nuffield Foundation's purpose and strategy. This includes building the profile of the Foundation and leading the production of high quality content, convening and connection with audiences across all our channels.</p> <p>This role works across all thematic areas of focus, and oversees media, digital content, events, publications and reputation work. The Head of Communications works in partnership with the Head of Policy and Public Affairs and in close collaboration with our grants and programme teams as well as the three Nuffield in-house Centres.</p>		
Resources/ organisation relationships	<p>Leading a Communications team of 4-5 members of staff and responsible for an annual budget of approximately £400,000.</p> <p>Working as part of an integrated Strategy and Engagement team (Communications, Policy/Public Affairs and strategy) – and working collaboratively with research and project teams across the Foundation</p> <p>Liaising with engagement teams in the Nuffield hosted 'Centres' (Nuffield Family Justice Observatory, Nuffield Council on Bioethics and the Ada Lovelace Institute).</p>		
Responsibilities (including but not limited to):			
1. Strategic communications development and delivery			
	<ul style="list-style-type: none"> • Shape our engagement strategy and plan activity, identifying key themes, ideas and outputs to prioritise for impactful external communication. This – and all activity – requires close collaboration and joint working with colleagues across the Foundation and especially in our grants and programme teams. • Lead and oversee content production for the Foundation across all channels (e.g. publications, blogs, newsletters, digital channels, media, broadcast). This requires a strong understanding of the detail of our research and evidence insights, and the ability to translate them into effective stories and narratives that will resonate with (existing and new) audiences - and help drive change. • Build and develop a nuanced Nuffield media profile, identifying and seizing opportunities on issues of policy and practice. We are looking to build our organisational presence as well as developing the profile of individual thought leaders from our teams and those we fund. Bring an existing set of media contacts and continue to build our network. 		

	<ul style="list-style-type: none"> • Develop our convening and events programme and deliver a programme of high quality, well attended, inclusive events ranging from webinars and small round tables to larger conferences. • Oversee the Foundation’s work on its website and digital channels, including acting as senior manager of the web agency relationship and contract. • Work in partnership with the public affairs/policy team including on content development, influencing and stakeholder networks. Work collaboratively with comms colleagues in our three hosted Centres to identify opportunities to pursue joint comms and engagement activity.
2. Reputation and brand	
	<ul style="list-style-type: none"> • Continue to project and protect the Foundation’s brand and values. • Provide advice on reputation management communications to the leadership team, Trustees, staff and stakeholders as required. • Maintain house style and brand guidelines and ensure consistent presentation.
3. Innovation and development	
	<ul style="list-style-type: none"> • Identify opportunities to build and improve on our current communications approaches, including: <ul style="list-style-type: none"> - Outreach to new audiences to grow our networks - Evolution of existing channels and creation of new ones - Further development of our website and digital/social media channels. - Other creative content development e.g. video
4. Internal communications	
	<ul style="list-style-type: none"> • Work with teams across the organisation to communicate strategy, priorities, key outputs and organisational issues to staff and Trustees. • Maintain and develop channels e.g. newsletters, intranet, in-office screens and other ideas to create a cohesive and inclusive working environment. • Support the Foundation values and EDI action plan through internal comms.
5. Impact and evaluation	
	<ul style="list-style-type: none"> • Provide advice on the potential impact of some research proposals/applications. • Oversee production of the Foundation’s Annual Report. • Set up measures to effectively evaluate and report on the Foundation’s communications activity.
6. Managing staff and budgets	
	<ul style="list-style-type: none"> • Lead and develop the communications team (4-5 people) to meet the needs and priorities of the organisation. • Manage commissioning and review of any external agencies and suppliers, and other flexible resources such as freelancers and consultants where required. • Manage the communications budget.
Other	

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| | <ul style="list-style-type: none">• Keep up to date on best practice in communications and content innovation, developments within the sector, and changes in legislation and codes of practice.• Ensure the Foundation's communications activity is consistent with our values and organisation development priorities.• Ensure that the communications activities support and enable our Equity, Diversity and Inclusion (EDI) action plan.• The above list of key responsibilities (and associated activities) is not exhaustive. It will be necessary to carry out other work within the scope of the role, as reasonably requested. |
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Person specification: Head of Communications	Essential (E), Highly Desirable (HD) or Desirable (D)
Experience	
Proven track record of planning and delivery of strategic, cross-channel communications and engagement activity to support strategy and objectives.	E
Track record of managing communications of both individual projects and complex programmes.	E
Proven ability to absorb nuance of research/evidence insights and use this to produce high quality and compelling content that is impactful for different audiences.	E
Existing network and track record of building relationships with journalists	E
Experience of effective leadership – managing, motivating, and inspiring a team to meet objectives.	E
Track record of effective collaboration in a multi-team environment	E
Experience in managing a department budget.	E
Experience of brand development.	HD
Experience of commissioning and managing external agencies on design, digital and other communications-related projects.	E
Experience of using Customer Relationship Management and Content Management Systems.	HD
Experience of developing and delivering an events/convening programme	HD
Experience of working in a research/policy/practice environment.	E
Skills and abilities	
Exceptional communication and advocacy skills, persuasive and influential with internal and external stakeholders.	E
Ability to work highly collaboratively and manage competing priorities involving multiple stakeholders and deadlines.	E
Excellent writing and editing skills for a range of audiences.	E
Excellent IT and digital skills	E
A broad understanding of using social media to advance communications strategies, both its opportunities and risks	E
Ability to build relationships and work in partnership with external stakeholders to agree and achieve shared objectives.	E
Ability to represent the Foundation at events and in the media	E
Good eye for design and ability to ensure consistent application of the Nuffield Foundation brand.	HD
Personal qualities	
Commitment to, and ability to promote, the Nuffield Foundation’s purpose, mission and values and understanding of the wider charitable funding, social policy and practice and research environment.	E

A self-starter who is able to work independently, with resilience, and make decisions	E
A creative and proactive instigator of innovative approaches to communications	E
A team player who can work flexibly with colleagues at all levels	E
An enthusiasm and ability to embed EDI principles into your work	E
Committed to the Nuffield Foundation's values: Independent, Rigorous, Inclusive, Collaborative and Curious.	E