

Public
Law
Project

Information pack Senior Communications Officer

August 2025



Who We Are

Since 1990, Public Law Project has held power to account through key legal challenges. PLP's recent work, delivered in close collaboration with its brilliant clients and partners, includes challenging the government's Rwanda immigration policy, securing justice for the Windrush generation, and scrutinising the use of AI in public decision-making.

Our work is highly respected and deeply valued across the legal and social justice sectors. To continue tackling the most pressing legal injustices of our time, we need you to increase our reach and engagement with our key audiences (including policy makers, the legal community and civil society organisations), amplifying our influence and impact.

The Role

Reporting to the Communications & Engagement Director, this is an exciting role focused on supporting and building PLP's external profile and audience engagement. You'll be responsible for: building relationships with journalists and securing media coverage, day-to-day content creation and the development of our digital channels. You'll work closely with colleagues across the organisation, as well as partners and clients, to ensure our communications are timely, inclusive, and impactful.

This is an exciting time to join the team. You would be communicating PLP's work at a time when many of the issues we work on – from immigration to AI – have never been more salient. You would be joining us after we've launched our bold new strategy, which envisages a strategic role for external communications. You would be part of an exciting creative process to refresh our visual identity and narrative.

We're looking for someone who is:

- A creative storyteller: You will have strong news judgement and storytelling ability and will enjoy translating complex legal and policy issues into compelling content that engages and inspires
- A collaborative colleague: You will enjoy working across teams with colleagues at all levels and with external partners and clients
- Organised and determined: You are an excellent project manager who enjoys developing plans and putting them into action
- Committed to Equity: You resonate with PLP's commitment to understand and address the effects of discrimination in all our work, both external and internal.

If you're ready to take up this vital role, we'd love to hear from you!

As part of our commitment to recruit fairly we use anonymised-selection processes until interview, offer additional interview opportunities to the highest-scoring candidates from under-represented communities, and use 'tie-breaker' provisions at all stages of our selection process.



About Public Law Project

We are researchers, lawyers, trainers and public law policy experts. The aim of all of our work is to make sure that state decision-making is fair and lawful and that anyone can hold the state to account.

For over 30 years we have represented and supported people marginalised through poverty, discrimination or disadvantage when they have been affected by unlawful state decision-making.

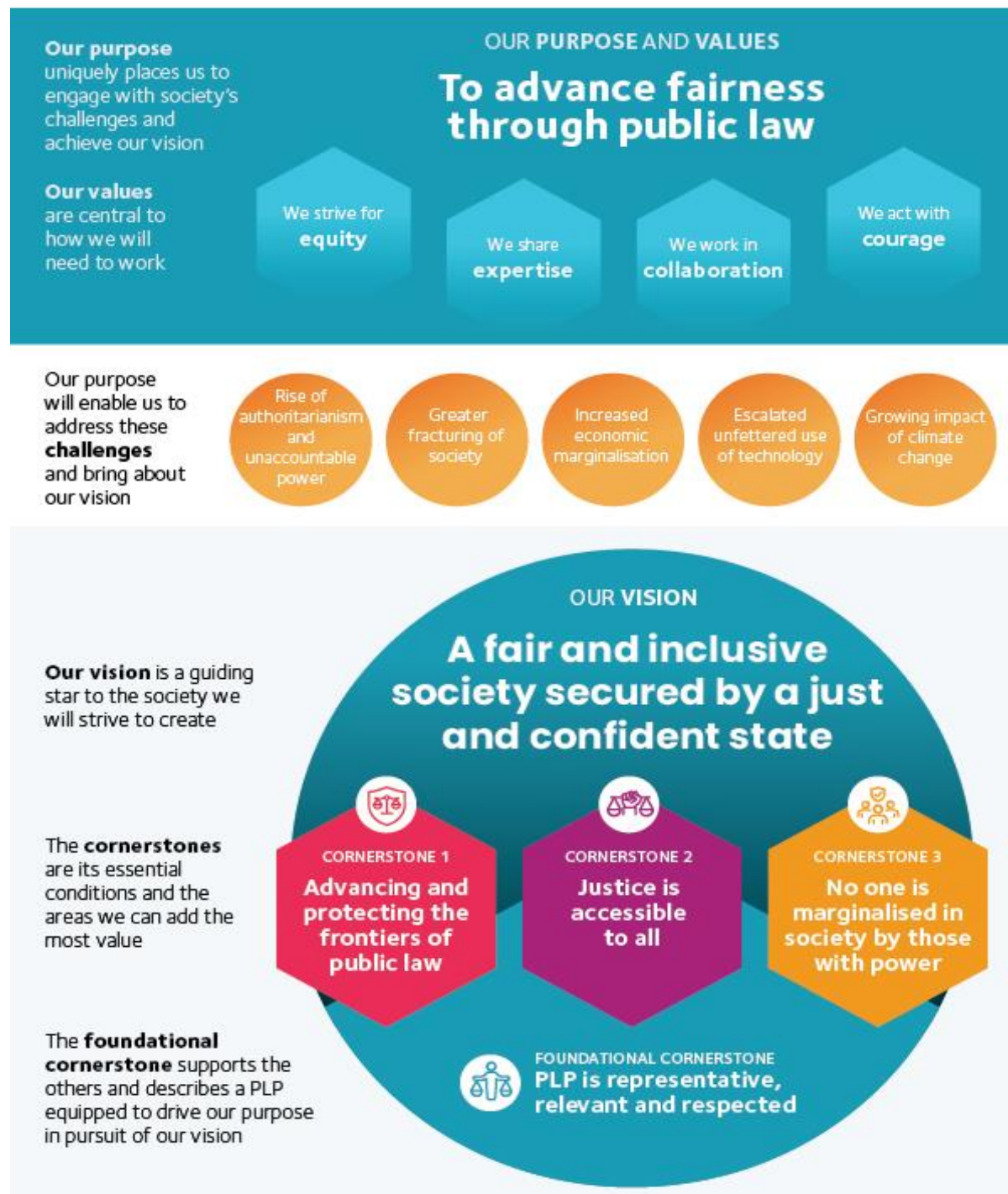
- Our specialist lawyers represent individuals, campaign groups and charities, often in high profile, high stakes, public interest litigation.
- Our researchers work in partnership with the UK's leading academic institutions. We respond to consultations, policy proposals and legislation that have implications for public law remedies, access to justice and the rule of law. We provide evidence to inquiries, reviews, and parliamentary committees, and we publish independent research and guides to increase understanding of public law.
- Our events team runs a national programme of conferences and training for practitioners and those working with marginalised and disadvantaged groups, providing thought-leadership, expertise and insight to organisations and individuals who share our goals.



Vision, Mission & Values

Our 2025-2030 strategy sets out our purpose which is to advance fairness in society through public law and our vision of a fair and inclusive society secured by a just and confident state. Our values are: equity, expertise, collaboration and courage. You can find out more about our strategy [here](#).

Our 2025-2030 strategy at a glance





Employment information

Job title: Senior Communications Officer

Reports to: Communications and Engagement Director

Contract term: Permanent

Location: Central London (EC1V). Homeworking within flexible working policies. New starters are required to work in the office 3 days a week for the first 3 months.

Hours: Full-time or Part-time (minimum 4 days / 28 hours)

Salary: £35,784 per annum pro-rata, eligible for cost-of-living uplift this year.

Pension: 10% per annum after one year. Statutory minimum during first year.

Leave: A full-time member of staff has 25 ordinary annual leave days each year in addition to bank holidays (usually 8).

Probation period: 6 months. Benefits may be offered at a reduced level during the probation period.

Payment method: Payment is made by electronic transfer on or shortly before the 15th of each calendar month covering payment for that same calendar month.

Flexible working: PLP is a family friendly employer. We are open to flexible working arrangements from day one, including those that will enable the post-holder to accommodate their care responsibilities.

PLP employees may be required to attend occasional evening meetings. However, PLP recognises that post holders may have other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.

These details are provided for information only and do not form part of an employment contract or job offer.





Job Description: Senior Communications Officer

The following is an illustrative but not exclusive list of the primary duties and responsibilities of the role:

Media and Digital Communications

- Develop and execute communications plans for our research, public affairs, fundraising and other organisational activities, ensuring reach and engagement with PLP's key audiences.
- Secure media coverage of our legal casework by working with our lawyers and empowering clients to tell their stories; identifying story angles and writing pitches; writing press releases; and working proactively with journalists to develop stories.
- Shape and deliver our monthly, weekly and day-to-day content plans for PLP's channels, including our website, social media and newsletter.
- Work with colleagues to identify external opportunities (such as news events) and shape PLP's response in line with its new strategy.
- Identify opportunities for blogs and articles, supporting colleagues with writing and editorial support as required.
- Support website maintenance and development, liaising with our support providers and suppliers as necessary.
- Develop and track paid digital promotion.

Brand and design

- Support a brand update process led by the Director of Communications & Engagement, support the roll-out of the refreshed brand identity and develop guidance for a consistent image style.
- Coordinate design, branding and production of publications, ensuring our brand values and key messages are reinforced.

General

- Build strong relationships with internal and external stakeholders, supporting coordination and ensuring timely and collaborative responses.
- Contribute significantly to writing corporate publications such as annual reports and impact reports.
- Produce content such as shareable case studies and information about our work to support our own story telling and fundraising initiatives.
- Track and report on digital metrics.



- Support the use and improvement of internal systems such as impact monitoring and media databases.
- Undertake other tasks appropriate to role as requested by the senior leadership team, including supporting other fundraising activities led by colleagues.

Person specification: Senior Communications Officer

Knowledge, skills and competencies	Essential	Desirable
An eye for a good story and strong instincts as to who we should tell it to, how, and for what purpose	✓	
Excellent oral and written communications	✓	
Experience of successfully placing stories in the media including pitching stories, writing press releases, and placing op eds	✓	
Experience of creating compelling content for social media, email, or websites in a professional or voluntary setting.	✓	
Ability to succinctly explain complex legal and policy issues to engage a variety of audiences – including non-specialists - across different channels	✓	
Understands key communications, PR and marketing concepts e.g. audiences, key messages, channels, purpose, calls to action; and the ability to think strategically	✓	
Ability to build good working relationships with colleagues across departments and at all levels, including senior managers, directors, and remote staff	✓	
Ability to credibly represent PLP with partner and stakeholder organisations and funders	✓	
An eye for detail and strong proof-reading skills	✓	
Ability to edit other people's work in a collegiate and constructive way	✓	



Confident using digital tools such as Word Press, Campaign Monitor and WordPress (or equivalents)	✓	
Good eye for design and layout	✓	
Understanding of digital metrics	✓	
Confident and capable user of IT, including social media platforms, web systems, video and Microsoft packages	✓	
Understanding of brand development and an interest in a re-brand/brand refresh		✓
Understanding of human rights, legal services, Government, Parliament and the judiciary		✓

Personal qualities, commitment, and values	Essential	Desirable
Commitment to PLP's core values of equity, expertise, courage and collaboration	✓	
Alignment with PLP's commitment to understand and address the effects of discrimination in everything we do and alignment with our EDI objectives	✓	
Ability to work independently and collaboratively in a small team	✓	
A proactive and resourceful approach: willing to take initiative, ask questions, and use judgement to get the job done	✓	
A desire to maintain high and consistent standards	✓	
Willingness to take on a wide range of tasks	✓	
Strong project management and time management skills and the ability to deliver to meet deadlines	✓	



Excitement about being part of a small team which will shape a compelling new narrative and visual identity for PLP	✓	
Right to work in the UK	✓	

Application process

PLP is an equal opportunities employer and Disability Confident Employer. We welcome applications from individuals regardless of age, disability, gender, gender identity, marital status, pregnancy/maternity, race, religion and belief, sex or sexual orientation.

Candidates may ask for clarification of elements of the person specification and/or the application process, and may discuss any issues that might impact on how they would be able to undertake the work. PLP will not discuss issues that may give any candidate information that would give them an advantage in their application.

To apply please complete the application form which accompanies this information pack and send it to hr@publiclawproject.org.uk

The deadline for applications is Sunday 14 September 2025 at 23.59pm.

A recruitment panel will be nominated for each vacancy. The recruitment panel will use the completed application form to assess each candidate's ability to meet the essential requirements of the job as set out in the person specification using a scoring system. The highest scoring applicants will be interviewed.

Initial interviews will be held on Monday 29 and Tuesday 30 September 2025.

Final interviews (if applicable) will be on Tuesday 7 October 2025.

Further information about the interview process will be provided to successful applicants. Interviews will usually consist of at least one practical test of your abilities relating to the role and a standard interview with a panel of at least two people. Please let us know in advance of your interview if you have a disability and require reasonable adjustments for the interview and/or assessment process to ensure the process is fair and equitable to all applicants.

Interview questions will be decided in advance based on their relevance to the job description and person specification and scored separately by interviewers. A score sheet will be set in advance, interviewers may only use information from the application form, the interview and any other assessment methods to inform their score.

PLP keeps assessment records/notes for all applicants, whether shortlisted or not, for 12 months. They are stored securely and then destroyed securely after the above period.



All short-listed candidates shall be notified of their selection decision and can obtain feedback from the assessment if they request it. All such requests are dealt with by HR who may pass them on to the relevant person if applicable.



Equality statement of intent

As an employer, PLP will treat all employees and job applicants equally and fairly and will not unlawfully discriminate against them. This also applies to volunteers, interns and anyone undertaking work experience with PLP. Our commitment to equal treatment extends to arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary procedures, demotions, selection for redundancies, dress code, references, work allocation and any other employment related activities. Specifically, PLP will endeavour to ensure that:

- i. Whenever practical, we will recruit and maintain a workforce which broadly reflects the diversity of the community in which we operate and serve. We will ensure that the style and content of our job adverts and recruitment materials convey this commitment and always includes the statement that "The Public Law Project is an equal opportunity employer".
- ii. Subject to cost, we will ensure that job opportunities are advertised widely and to diverse audiences. Where appropriate, PLP will take positive action measures to attract applications from all sections of society and especially from those groups which are under-represented in our workforce.
- iii. We treat all job applicants equally and fairly and do not unlawfully discriminate against them. We do this by ensuring that we operate an open and fair recruitment process and making decisions using selection criteria which do not discriminate.
- iv. We will take every possible step to ensure that employees and volunteers are treated fairly, with the aim of creating a culture that respects and values each other's differences, that is free of discrimination and promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.
- v. We recognise our continuing responsibility to develop the potential of all employees, removing any barriers, bias or discrimination that prevents progression or full contribution to the organisation's performance. We will ensure that selection for promotion, training or other benefit is free from discrimination of any kind and is based on the employee's experience and abilities and the needs of the job.
- vi. We will make clear to all employees, volunteers and trustees that anyone who works for PLP in any capacity is entitled to be treated with dignity and respect, and that unlawful discrimination, intimidation, harassment and victimisation are disciplinary offences which will not be tolerated by the organisation and may lead to disciplinary action. We will provide clear and accessible procedures allowing allegations of such conduct to be promptly and sensitively investigated.
- vii. We will provide flexibility to employees in relation to work requirements that may significantly impact on their personal needs and responsibilities, and we will seek, as far as possible, to foster a culture that ensures an appropriate work – life balance. We also aim to



be aware of days of cultural or religious significance that employees may wish to observe in an appropriate manner.

Privacy notice

When you apply for a job with PLP we will need to collect information about you including your employment history and contact details so that we can assess your suitability for the role and inform you about the progress of your application.

Your records will be kept securely whilst we consider your application. If your application is unsuccessful, we will keep your data until 12 months after the decision was made. If successful, your recruitment information will be kept for 6 years after your last day working with us.

If you opt to provide equal opportunity data to PLP this will be anonymised and retained only as long as is necessary to record the recruitment decision against the anonymised data and no longer than twelve months.

We do not share recruitment information with third parties.