



DIGITAL COMMUNICATIONS AND PUBLIC AFFAIRS OFFICER

Overview of the Position

Job title	Digital Communications and Public Affairs Officer
Job Location	Royal Commonwealth Society, 65 Basinghall Street, Guildhall, London EC2V 5DZ
Contract Term	Permanent (six-month probation period)
Working Hours	Full-time (35 hours per week). Flexible working arrangements may be considered for the right candidate.
Working Arrangements	Hybrid (with an expectation of 3 days in the office), apart from in the lead-up to key events including Commonwealth Day which would be full time in office.
Remuneration	£27,000 - £29,000 + benefits
Line Manager	Chief Operating Officer

About the Royal Commonwealth Society

The Royal Commonwealth Society (RCS) is a network of individuals and organisations committed to improving the lives and prospects of Commonwealth citizens across the world. Through youth empowerment, education and advocacy, the Society champions education, equality and the environment across the Commonwealth's 56 member nations.

The RCS convenes and connects political and diplomatic representatives, as well as leaders from civil society, academia, business and the wider Commonwealth family. Founded in 1868, the Society is non-partisan, independent of governments and relies on public generosity to achieve its mission.

An Exciting Time to Join the RCS

This is an exciting time to join the Royal Commonwealth Society. As the Society approaches its 160th anniversary in 2028, we are developing an ambitious programme of communications and digital engagement to bring the RCS and the Commonwealth to new audiences around the world. A key opportunity will be the development of Digital Commonwealth Day — a digital programme designed to complement the RCS's annual Commonwealth Day Celebration at Westminster Abbey and extend its reach globally. Through creative content, video, social media and digital storytelling, it will help amplify the work of the RCS and showcase the achievements and diversity of the Commonwealth.

The successful candidate will play a central role in bringing this vision to life, while helping to strengthen the RCS's wider digital presence and communications.

Role Summary

The Digital Communications and Public Affairs Officer will lead the day-to-day delivery of the RCS's communications and digital content, alongside supporting public affairs and stakeholder engagement.

This is a creative, hands-on role for someone who enjoys creating content, telling stories and finding innovative ways to engage audiences. The postholder will manage the RCS website and social media

channels, produce written, visual and video content, support flagship campaigns and events, and help develop new digital initiatives.

Key programmes include the RCS Celebration at Westminster Abbey, Digital Commonwealth Day, The Queen's Commonwealth Writing Competition, the Commonwealth Youth Photography Competition and the RCS's 160th anniversary programme in 2028.

KEY RESPONSIBILITIES

Communications, Digital & Content

- Develop and deliver engaging communications and digital content across the RCS website, social media, email and other platforms.
- Manage and maintain the RCS website, including news, blogs, events and campaign content.
- Create, schedule and manage content across X, Facebook, Instagram and LinkedIn.
- Create and edit engaging short-form video, photography, graphics and other visual content for digital campaigns and social media.
- Develop creative campaigns and content around key RCS programmes, events and Commonwealth moments.
- Produce the monthly RCS newsletter, including writing, sourcing content and managing mailing lists.
- Use Canva and other digital tools to create high-quality communications materials.
- Capture and repurpose content from RCS events, including interviews, photography, video and social media content.
- Develop stories that highlight the work of the RCS, its partners and young people across the Commonwealth.
- Monitor digital and social media performance and use insights to improve engagement.
- Identify new digital platforms, trends and opportunities to expand the RCS's reach.

Commonwealth Day & Digital Commonwealth Day

- Lead communications and digital content supporting the annual Commonwealth Day Celebration at Westminster Abbey.
- Help develop and deliver Digital Commonwealth Day, creating an engaging online programme that complements the Westminster Abbey service and enables audiences around the Commonwealth and beyond to participate digitally.
- Develop pre-, during- and post-event content, including video, interviews, photography, graphics and social media.
- Work with Commonwealth partners, youth networks and other stakeholders to develop and amplify digital contributions and stories.

160th Anniversary – 2028

- Support the development and delivery of communications for the RCS's 160th anniversary in 2028.
- Create digital stories and content celebrating the Society's history, impact and future.
- Help use the anniversary as an opportunity to reach new audiences and strengthen the RCS's profile across the Commonwealth.

Events & Public Affairs

- Support communications and logistics for key RCS events and campaigns, including The Queen's Commonwealth Writing Competition, Commonwealth Youth Photography Competition and High Commissioners' Banquet.
- Assist with public affairs events, stakeholder engagement, briefings, speeches and correspondence.
- Build relationships with Commonwealth stakeholders, youth networks, partners and external organisations.
- Represent the RCS at relevant events and networking opportunities.

PERSON SPECIFICATION

Essential

- Excellent written and verbal communication skills with strong attention to detail.
- Experience in communications, marketing, digital communications or public affairs.
- Strong experience creating digital and social media content, including short-form video.
- Experience managing websites and producing content for public audiences.
- Confident using social media platforms professionally and creatively.
- Experience using content/design tools such as Canva or equivalent.
- Ability to manage multiple projects and deadlines effectively.
- Creative, proactive and able to identify and develop new communications opportunities.
- Strong interpersonal skills and a collaborative approach.
- Interest in international affairs, youth engagement, the Commonwealth and/or advocacy.
- Right to live and work in the United Kingdom.

Desirable

- Experience with a web content management system, particularly Wix.
- Experience with video editing software and digital analytics.
- Experience developing digital campaigns or online communities.
- Experience promoting youth-led initiatives.
- Experience supporting high-profile events with external partners.
- Understanding of the Commonwealth and the RCS's mission.

Please note that due to the nature of this role, some out-of-hours work is required.

How to Apply

Applicants should send a CV (1–2 pages) and statement of suitability outlining how you meet the person specification and why you would like to work for the Society to vacancies@royalcwsociety.org with 'Communications, Digital & Public Affairs Officer – (your last name)' as the subject.

Applications must reach us by the opening of business on Tuesday, 29 September 2026.

First interview: 7 October. Second interview: 14 October. Both interviews will be held in person at Guildhall in the City of London.

We regret that, due to constraints on our capacity, we are unable to provide feedback to candidates who are not invited to interview.