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# Band 4 Communications and Social Media Manager

Office for Nuclear Regulation

**Apply before 11:55 pm on Sunday 15th February 2026**

**Reference number**

446362

**Salary**

£38,215 - £44,656

(plus £4,194 London Weighting Allowance if applicable) with a Civil Service Pension with an average employer contribution of 27%

A Civil Service Pension with an employer contribution of 28.97%

**Job grade**

Higher Executive Officer

**Contract type**

Permanent

**Business area**

ONR - Policy & Communications

**Type of role**

Communications / Marketing

**Working pattern**

Full-time

**Number of jobs available**

1

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### Location

Bootle, Cheltenham, London

### About the job

#### **Job summary**

#### **Job Purpose**

ONR is committed to being a modern and transparent regulator, delivering trusted outcomes and value. We are making substantial investments in new digital technologies and skills to enhance our regulatory processes and management of information.

The Band 4 Communications and Social Media Manager will lead ONR's social media activity, developing and delivering engaging content that supports the organisation's strategic objectives.

#### **About The Role**

The role holder will drive innovation in social media, build strong relationships with internal stakeholders, expand our reach, and ensure ONR's online presence is effective, evidence-based and aligned with good practice. They will also deliver other Communications and engagement activities in support of ONR's mission and priorities.

#### **Job description**

#### **Line Management responsibilities**

None currently, however, at this level there could be an expectation to manage staff in the future.

## Location / Travel

This post may be undertaken from a base at any one of ONR's office locations (Bootle, Cheltenham or London).

ONR operates hybrid working (working in the office and or at home) as part of our flexible working policy. There is an expectation that everyone will spend time in the office on a regular basis, recognising that some work is better done face to face. Managers will work with their teams on what works best to meet individual, team, business and organisational needs to enable collaboration, as well as balancing personal choice and wellbeing.

## Person specification

### Work with Us

Our colleagues are from all walks of life with varied personal experiences and career journeys into ONR. We want the best people for our roles. As an inclusive employer we value [individuals contributions](#), regardless of their age, gender, race, ethnicity, disability, sexual orientation, social background, religion, or belief. Our [values](#) supportive, open-minded, fair and accountable are central to this. We [invest](#) in our people to build capability, resilience, and promote wellbeing in our great teams, underpinned by our inherent focus on inclusion and excellence.

## Security Clearance

BPSS is required for this role.

### Person Specification

#### Inclusion

We are committed to being an inclusive employer and welcome applicants from all backgrounds. We will consider reasonable adjustments to ensure the recruitment process is inclusive and barrier-free. Please contact [ONR.Human-Resources@onr.gov.uk](mailto:ONR.Human-Resources@onr.gov.uk) or [Stephanie.glen@onr.gov.uk](mailto:Stephanie.glen@onr.gov.uk) to discuss further.

We will also offer an interview to disabled people who meet the minimum criteria for applicants who opt into the guaranteed interview scheme.

We recognise we have a role to play in helping those leaving the Armed Forces and have a Veterans guaranteed interview scheme. We offer an interview to Veterans who meet the minimum criteria for applicants who opt into the scheme. Please see eligibility criteria below.

served for at least one year in His Majesty's Armed Forces (as a Regular or Reserve).

be in transition from, or ceased to be a member of, His Majesty's Armed Forces.

not already be employed by ONR.

### **Essential:**

Digital content creation Proven ability to plan, create and publish engaging content across social media platforms and other digital channels, with strong copywriting skills, video skills, and an understanding of what works for different audiences.

Strategic thinking Ability to develop and implement digital and social media strategies that align with organisational objectives and deliver measurable results.

Innovation and continuous improvement Proactive approach to identifying new ideas and opportunities, staying current with digital trends and GCS good practice, and championing these with colleagues.

Evaluation and insight Skilled in monitoring, analysing, and reporting on digital performance, using data to inform decisions and demonstrate impact.

Stakeholder engagement Experience building productive working relationships with colleagues across an organisation, providing professional advice, and acting as a trusted point of contact for communications support.

Flexible and collaborative working Ability to work effectively as part of a wider team, supporting colleagues on a range of communications activities including media handling, events, and campaigns.

## Qualifications

A communications or media related qualification including CIPR, NCTJ or appropriate professional experience.

## Benefits

Alongside your salary of £38,215, Office for Nuclear Regulation contributes £11,070 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

Learning and development tailored to your role

An environment with flexible working options

A culture encouraging inclusion and diversity

A civil service pension

## Things you need to know

### Artificial intelligence

Artificial intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance \(opens in a new window\)](#) for more information on appropriate and inappropriate use.

### Selection process details

### For Further Information

For more information about this vacancy please contact **Chris Hannaway** - [chris.hannaway@onr.gov.uk](mailto:chris.hannaway@onr.gov.uk)

## How To apply

Your application should include:

CV to include a full record of your education and professional qualifications and a full employment history.

A suitability statement (maximum of 800 words) highlighting how you meet the essential skills and experience required for the role, which will be used at shortlisting in conjunction with your CV.

Throughout our shortlisting process, we will make decisions about your capability to do the job, based on evidence you provide against the essential criteria

### AI Tools & Platforms

During the application process applicants are allowed to utilise AI (artificial intelligence) platforms and tools to support them in writing their CVs, suitability statements, essential skills and experience. Please ensure that all information submitted is truthful and verifiable. This includes avoiding plagiarism and accurately attributing the work of others, including artificial intelligence generated content, as your own. All presented information will be assessed at the Interview Stage.

The **closing date** for receipt of applications is **Sunday 15th January 2026 at 23:45**

Your ability and skills will be assessed at an in-depth interview if you are invited to the next stage of the recruitment process. An initial sift of applications is made against the above criteria and failure to address any or all will affect your application. We will offer an interview to disabled people who meet the minimum criteria for the role.

Feedback will only be provided if you attend an interview or assessment.

### Security

Successful candidates must undergo a criminal record check.

People working with government assets must complete [baseline personnel security standard \(opens in new window\)](#) checks.

## **Medical**

Successful candidates will be expected to have a medical.

## **Nationality requirements**

This job is broadly open to the following groups:

UK nationals

nationals of the Republic of Ireland

nationals of Commonwealth countries who have the right to work in the UK

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020

Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements \(opens in a new window\)](#)

## **Working for the Civil Service**

Please note this Post is NOT regulated by the Civil Service Commission.

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.



## Diversity and Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan \(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy \(opens in a new window\)](#).

## Apply and further information

This vacancy is part of the [Great Place to Work for Veterans \(opens in a new window\)](#) initiative.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

### Contact point for applicants

Job contact :

Name : Chris Hannaway

Email : [Chris.Hannaway@onr.gov.uk](mailto:Chris.Hannaway@onr.gov.uk)

Recruitment team

Email : [ONR.Human-Resources@onr.gov.uk](mailto:ONR.Human-Resources@onr.gov.uk)

### Further information

<https://www.onr.org.uk/complaints-concerns-whistleblowing.htm>

