**Communications Senior Officer
Communications & Engagement Section**

**Employer:** Greater Manchester Pension Fund - Tameside MBC

**Location:** Guardsman Tony Downes House, Droylsden

**Working Pattern:** Full Time, but flexible arrangements may be considered

**Working Hours:** 36 hours per week

**Contract Type:** Permanent

**Salary: £28,770 - £31,364**

**About GMPF**

Greater Manchester Pension Fund (GMPF) is a regional pension fund that administers the Local Government Pension Scheme (LGPS). It is run by Tameside MBC and is based in Droylsden.

GMPF is one of the largest pension funds in the country and is the largest LGPS fund in the UK. We have over 414,000 members, over 600 employers and last year paid out over £880 million in benefits. 150 employees currently work within the Administration section of the Fund.

**Benefits of working at GMPF**

GMPF is a great place to work, and we have lots to offer our employees:

* Most roles are currently hybrid working with the option to work from home or in the office, though you may be asked to come into the office on certain days.
* Modern open plan offices in Droylsden with on-site parking, excellent public transport links and close to the M60.
* We offer flexible working for most posts.
* Automatic enrolment into the LGPS with generous benefits and life cover.
* Annual leave entitlement starts at 26 days plus bank holidays and ‘flexi time’.
* On-going training & development with career progression opportunities.
* Employee rewards & benefits scheme which includes discounts on gym memberships, cycle to work scheme, and health & wellbeing offers.

 **The role**

We are looking for an experienced and enthusiastic communications professional to join our Communications team. This is a great opportunity for anyone who has experience in delivering communications or customer services to join a team who are passionate about delivering a high level of service to pension fund members and other stakeholders.

As a Communications Senior Officer, you will be able to demonstrate your ability to write and design communication materials, including content for the GMPF website and intranet, promotional material about pensions, newsletters, and social media.

You will need to have excellent communication and presentational skills, excellent written skills, be able to collect and analyse data and feedback, and have a passion for ensuring excellent customer service and outcomes are delivered.

**The application process**

Please visit our website careers page for guidance on how to complete the application form for this role <https://www.gmpf.org.uk/about/careers-and-current-vacancies>

The application process will involve both an interview and a task. More details about this will be provided if your application is successful.

For more information about GMPF in general please see our website at [www.gmpf.org.uk](http://www.gmpf.org.uk).

For an informal discussion about the role, please contact Ellis Gill, Communications & Engagement Section Manager, on 0161 301 7252.

**Ref:
Closing date:** 13th October 2024
**Interview Date:** W/C 4th November 2024