

# Communications and corporate affairs

As a communications and corporate affairs manager, you'll manage the reputation of your NHS organisation by communicating with a variety of people including the media, MPs and the general public.

As a manager in communications and corporate affairs, you'll take a leading role in how your organisation interacts with its community and how it communicates with patients, staff and other interested groups, such as the media and local politicians.

Press interview

Apprenticeships logo

Each NHS organisation will have a communications lead to ensure that the organisation communicates effectively with its local community. Larger organisations may have a team of communications professionals.

NHS organisations have different structures and communications teams are often departments in their own right, with a communications director on the board. In other organisations communications may sit alongside other functions such as patient and public involvement, or within the corporate affairs department.

All communicators have a role in making information about their organisation accessible to patients, staff and the public.

## Working life

All communicators have a role in making information about their organisation accessible to patients, staff and the public, helping ensure that the service is accountable, and engaging these groups in the reforms that are taking place in the NHS and social care.

Management roles in communications and corporate affairs will vary, depending upon the trust/employer. Roles and responsibilities will also differ depending on seniority, and whether you work alone or within a team of other communications professionals.

Specific responsibilities could include:

- managing the reputation of the organisation
- developing, implementing and evaluating communications strategies
- ensuring effective two-way internal communications
- taking the lead on media handling, proactively placing good news stories, dealing with enquiries and producing media releases
- developing links with stakeholders such as local councils and MPs
- leading public relations, including customer services
- playing a key role in issue management and planning
- taking editorial responsibility for the organisation's website, and other corporate communications tools, such as social media
- ensuring that other health organisations are kept fully briefed on developments, plans and any incidents in their organisation
- commissioning printing/advertising/surveys
- producing high quality patient information
- managing the NHS corporate identity and taking local responsibility for the NHS brand
- assisting in engaging patients and local communities with developments in their health services
- advising senior colleagues on strategic communications and related issues
- engaging in health promotion campaigns.

## Want to learn more?

- [Find out more about the entry requirements, skills and interests required to enter a career in communications and corporate affairs management](#) <sup>[1]</sup>
- [Find out more about the training you'll receive for a career in communications and corporate affairs management](#) <sup>[2]</sup>

## • Pay and conditions

Most jobs in the NHS are covered by the [Agenda for Change \(AfC\)](#) <sup>[3]</sup> pay scales. This pay system covers all staff except doctors, dentists and the most senior managers.

Your career in communications and corporate affairs in the NHS could start at bands 3 or 4 working as an assistant or officer. For roles in management, you'd typically start at [Agenda for Change](#) <sup>[4]</sup> Band 6 or 7, with the most senior roles rising to Band 9 for example.

Staff in the NHS will usually work a standard 37.5 hours per week. They may work a shift pattern.

Terms and conditions of service can vary for employers outside the NHS.

## • Where the role can lead

With further training and/or experience, you may be able to develop your career further and apply for more senior managerial roles. Progression for those with ability is typically via operational management in a large hospital.

Relocation for promotion is common. More diverse routes in communications and corporate affairs management are now opening up, for example, jointly-funded posts between health and local authorities.

## • Job market and vacancies

### Job market

NHS communicators work across all NHS organisations including NHS acute trusts, NHS ambulance trusts, NHS mental health trusts, clinical commissioning groups, commissioning support units and special health authorities. As health and social care services increasingly work together, some communications roles are developing to work across both NHS organisations and local authorities.

### Finding and applying for jobs

When you're looking for managerial jobs or apprenticeship vacancies, there are a number of sources you can use, depending on the type of and level of work you're seeking. Most vacancies in organisations delivering NHS healthcare can be found on the [NHS Jobs website](#) [5]. Some of the current vacancies in the NHS can be found below

## Find a vacancy

Enter your location or postcode

Show results within

Search

### ◦ Deputy Director of Corporate Affairs Band 8D QIA#129

Lincoln, LN2 5QY

Salary:

£88168.00 to £101677.00

Type:

Permanent

Employer:

United Lincolnshire Hospitals NHS Trust

[Apply now on NHS Jobs for Deputy Director of Corporate Affairs Band 8D QIA#129 job \(opens in a new window\)](#) <sup>[6]</sup>

- **Head of Communications and Marketing**

Bradford, BD6 9RJ

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Bradford Teaching Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Head of Communications and Marketing job \(opens in a new window\)](#) <sup>[7]</sup>

- **Social Marketing Co-ordinator**

Negotiable, CF10 4BZ

Salary:

£30420.00 to £37030.00

Type:

Fixed-Term

Employer:

Public Health Wales

[Apply now on NHS Jobs for Social Marketing Co-ordinator job \(opens in a new window\)](#) <sup>[8]</sup>

- **Communications Apprentice**

Milton Keynes, MK6 5LD

Salary:

£14722.50

Type:

Apprenticeship

Employer:

Milton Keynes University Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Communications Apprentice job \(opens in a new window\)](#) <sup>[9]</sup>

- **Corporate Manager**

Great Bramingham Lane, LU3 3NT

Salary:

£41750.00

Type:

Permanent

Employer:

Keech Hospice Care

[Apply now on NHS Jobs for Corporate Manager job \(opens in a new window\)](#) <sup>[10]</sup>

- **Communications Specialist**

Torquay, TQ2 7AN

Salary:

£29970.00 to £36483.00

Type:

Fixed-Term

Employer:

Torbay and South Devon NHS Foundation Trust

[Apply now on NHS Jobs for Communications Specialist job \(opens in a new window\)](#) <sup>[11]</sup>

- **Corporate Nursing Secretary**

Doncaster, DN2 5LT

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Doncaster & Bassetlaw Teaching Hospitals NHS FT

[Apply now on NHS Jobs for Corporate Nursing Secretary job \(opens in a new window\)](#) <sup>[12]</sup>

- **Internal Communications Coordinator**

Oswestry, SY10 9BX

Salary:

£31187.00 to £35301.00

Type:

Permanent

Employer:

Hope House Children's Hospices

[Apply now on NHS Jobs for Internal Communications Coordinator job \(opens in a new window\)](#) <sup>[13]</sup>

- **Corporate Procurement Manager**

Sheffield, S5 7AU

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Sheffield Teaching Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Corporate Procurement Manager job \(opens in a new window\)](#) <sup>[14]</sup>

- **Corporate Administrative Assistant**

Lancaster, LA1 4ZP

Salary:

£12.21

Type:

Permanent

Employer:

Lancaster Medical Practice

[Apply now on NHS Jobs for Corporate Administrative Assistant job \(opens in a new window\)](#) <sup>[15]</sup>

- **Internal Communications Coordinator**

Oswestry, SY10 9BX

Salary:

£31187.00 to £35301.00

Type:

Permanent

Employer:

Hope House Children's Hospices

[Apply now on NHS Jobs for Internal Communications Coordinator job \(opens in a new window\)](#) <sup>[13]</sup>

- **Transformation Communications Assistant**

Dorset, BH7 7DW

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

University Hospitals Dorset NHS Foundation Trust

[Apply now on NHS Jobs for Transformation Communications Assistant job \(opens in a new window\)](#) <sup>[16]</sup>

- **Communications Support Officer**

Worcester, WR5 1DD

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Worcestershire Acute Hospitals NHS Trust

[Apply now on NHS Jobs for Communications Support Officer job \(opens in a new window\)](#) <sup>[17]</sup>

- **Senior Corporate Procurement Manager**

Sheffield, S5 7AU

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Sheffield Teaching Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Senior Corporate Procurement Manager job \(opens in a new window\)](#) <sup>[18]</sup>

- **Corporate Planned Care Validator**

Sutton-In-Ashfield, NG17 4JL

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Sherwood Forest Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Corporate Planned Care Validator job \(opens in a new window\)](#) <sup>[19]</sup>

- **Senior Category Manager, Corporate**

London, SE1 4YB

Salary:

£70387.00 to £80465.00

Type:

Permanent

Employer:

Guy's and St Thomas' NHS Foundation Trust

[Apply now on NHS Jobs for Senior Category Manager, Corporate job \(opens in a new window\)](#) <sup>[20]</sup>

- **Communication Hub Support Officer**

Carmarthen, SA31 3BB

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Hywel Dda University Health Board

[Apply now on NHS Jobs for Communication Hub Support Officer job \(opens in a new window\)](#) <sup>[21]</sup>

- **Communications And Engagement Assistant**

Nottingham, NG2 3AJ

Salary:

£24071.00 to £25674.00

Type:

Fixed-Term

Employer:

NEMS Community Benefit Services Ltd

[Apply now on NHS Jobs for Communications And Engagement Assistant job \(opens in a new window\)](#) <sup>[22]</sup>

- **Research and Innovation Marketing and Comms Officer (XN06)**

Leeds, LS9 7TF

Salary:

£37338.00 to £44962.00

Type:

Fixed-Term

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Research and Innovation Marketing and Comms Officer \(XN06\) job \(opens in a new window\)](#) <sup>[23]</sup>

- **Administration Assistant - Corporate Safeguarding Team**

Harrogate, HG2 7SX

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Harrogate and District NHS Foundation Trust



[Apply now on NHS Jobs for Administration Assistant - Corporate Safeguarding Team job \(opens in a new window\)](#) <sup>[24]</sup>

- **Joint Director of Corporate Governance**

London, E1 8DE

Salary:

£113557.00 to £129443.00

Type:

Permanent

Employer:

East London NHS Foundation Trust

[Apply now on NHS Jobs for Joint Director of Corporate Governance job \(opens in a new window\)](#) <sup>[25]</sup>

- **Communication and Language Specialist - Grimsby, Lincolnshire**

Grimsby, DN31 1AA

Salary:

£25000.00

Type:

Fixed-Term

Employer:

ChatterBug Speech and Language Therapy Service

[Apply now on NHS Jobs for Communication and Language Specialist - Grimsby, Lincolnshire job \(opens in a new window\)](#) <sup>[26]</sup>

- **Committee Secretary/Deputy Director of Corporate Governance (NWJCC)**

Cardiff, CF15 7QZ

Salary:

£89491.00 to £103203.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

[Apply now on NHS Jobs for Committee Secretary/Deputy Director of Corporate Governance \(NWJCC\) job \(opens in a new window\)](#) <sup>[27]</sup>

- **Further information**

For further information about a career in communications and corporate affairs management, please contact

- [Association for Healthcare Communications and Marketing](#) [28]
- [Chartered Institute of Marketing](#) [29]
- [Chartered Institute of Public Relations](#) [30]
- [Public Relations Consultants Association](#) [31]

## Other roles that may interest you

- [Human resources \(HR\) manager](#) [32]
- [Communications/public relations staff](#) [33]
- [Knowledge and library services](#) [34]
- [Experienced paramedic](#) [35]

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### Links

[1] <https://www.healthcareers.nhs.uk/explore-roles/general-management/communications-and-corporate-affairs/entry-requirements-skills-and> [2] <https://www.healthcareers.nhs.uk/explore-roles/general-management/communications-and-corporate-affairs/training-and-development> [3] <https://www.healthcareers.nhs.uk/about/careers-nhs/nhs-pay-and-benefits/agenda-change-pay-rates> [4] [https://www.healthcareers.nhs.uk/glossary#Agenda\\_for\\_Change](https://www.healthcareers.nhs.uk/glossary#Agenda_for_Change) [5] <http://www.jobs.nhs.uk> [6] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9357-25-0423> [7] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9389-25-0423> [8] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9028-25-0146> [9] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9430-25-0305> [10] <https://beta.jobs.nhs.uk/candidate/jobadvert/B0364-25-0009> [11] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9388-25-0643> [12] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9272-25-0272> [13] <https://beta.jobs.nhs.uk/candidate/jobadvert/B0315-25-0008> [14] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9190-25-0544> [15] <https://beta.jobs.nhs.uk/candidate/jobadvert/A4138-25-0006> [16] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9153-25-0574> [17] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9365-25-0365> [18] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9190-25-0564> [19] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9214-25-0397> [20] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9196-25-0892> [21] <https://beta.jobs.nhs.uk/candidate/jobadvert/H9100-25-0576> [22] <https://beta.jobs.nhs.uk/candidate/jobadvert/U9183-25-0032> [23] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9298-DRI-0217> [24] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9421-25-0370> [25] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9363-25-0453> [26] <https://beta.jobs.nhs.uk/candidate/jobadvert/B0128-25-0061> [27] <https://beta.jobs.nhs.uk/candidate/jobadvert/H9110-25-0640> [28] <http://www.ahcm.org.uk> [29] <http://www.cim.co.uk> [30] <http://www.cipr.co.uk> [31] <http://www.prca.org.uk/> [32] <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/human-resources-hr-manager> [33] <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/corporate-services/communicationspublic-relations-staff> [34] <https://www.healthcareers.nhs.uk/explore-roles/health-informatics/roles-health-informatics/knowledge-and-library-services> [35] <https://www.healthcareers.nhs.uk/explore-roles/ambulance-service-team/roles-ambulance-service/experienced-paramedic>