

# 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

### ◦ Communications and Marketing Assistant

Wakefield, WF1 4DG

Salary:

£24465.00

Type:

Fixed-Term

Employer:

The Mid Yorkshire Teaching NHS Trust

[Apply now on NHS Jobs for Communications and Marketing Assistant 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>

- **Senior External Affairs and Communications Adviser**

Cardiff, CF11 9AD

Salary:

£45239.00

Type:

Fixed-Term

Employer:

NHS Confederation

[Apply now on NHS Jobs for Senior External Affairs and Communications Adviser job \(opens in a new window\)](#) <sup>[8]</sup>

- **Band 7 Senior Communications Manager (public affairs)**

Hampstead, NW3 2QG

Salary:

£54320.00 to £60981.00

Type:

Permanent

Employer:

Royal Free London NHS Foundation Trust

[Apply now on NHS Jobs for Band 7 Senior Communications Manager \(public affairs\) job \(opens in a new window\)](#) <sup>[9]</sup>

- **Senior Marketing Manager**

London, W2 1NY

Salary:

£61927.00 to £68676.00

Type:

Fixed-Term

Employer:

Imperial College Healthcare NHS Trust

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

- **Band 6 - Communications Officer, Communications**

Watford, WD18 0HB

Salary:

£39205.00 to £47084.00

Type:

Secondment

Employer:

West Hertfordshire Teaching Hospitals NHS Trust

[Apply now on NHS Jobs for Band 6 - Communications Officer, Communications job \(opens in a new window\)](#) <sup>[11]</sup>

- **Corporate Matron**

Port Talbot, SA12 7BR

Salary:

£54550.00 to £61412.00

Type:

Permanent

Employer:

Swansea Bay University Health Board

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

- **Communications Officer**

Cardiff, CF14 4HH

Salary:

£30420.00 to £37030.00

Type:

Permanent

Employer:

Cardiff and Vale University Health Board

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

- **Corporate Governance Officer**

Abercynon, CF45 4SN

Salary:

£30420.00 to £37030.00

Type:

Fixed-Term

Employer:

Cwm Taf Morgannwg University Health Board

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

- **Corporate Governance Officer**

Oxford, OX4 4XN

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Oxford Health NHS Trust

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

- **Corporate Governance Manager**

Norwich, NR1 2DH

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Corporate Governance Manager job \(opens in a new window\)](#) <sup>[16]</sup>

- **Director of Corporate Governance**

Nottingham, NG6 9DR

Salary:

£105385.00 to £121271.00

Type:

Permanent

Employer:

Nottinghamshire Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Director of Corporate Governance job \(opens in a new window\)](#) <sup>[17]</sup>

- **Senior Strategic Communications Manager**

London, SW11 7BW

Salary:

£44550.00 to £49489.00

Type:

Permanent

Employer:

Marie Curie

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

- **Senior Media & Communications Manager**

London, W2 1NY

Salary:

£61927.00 to £68676.00

Type:

Fixed-Term

Employer:

Imperial College Healthcare NHS Trust

[Apply now on NHS Jobs for Senior Media & Communications Manager job \(opens in a new window\)](#) <sup>[19]</sup>

- **Senior Digital Communications Officer**

Cardiff, CF11 9AD

Salary:

£37898.00 to £45637.00

Type:

Permanent

Employer:

Digital Health and Care Wales

[Apply now on NHS Jobs for Senior Digital Communications Officer job \(opens in a new window\)](#) <sup>[20]</sup>

- **B6 Occupational Therapist (Stroke Ward) - Market Harborough**

Market Harborough, LE16 7BN

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Leicestershire Partnership NHS Trust

[Apply now on NHS Jobs for B6 Occupational Therapist \(Stroke Ward\) - Market Harborough job \(opens in a new window\)](#) <sup>[21]</sup>

- **Interim Director of Corporate Governance**

London, NW1 0PE

Salary:

Negotiable

Type:

Fixed-Term

Employer:

North London NHS Foundation Trust

[Apply now on NHS Jobs for Interim Director of Corporate Governance job \(opens in a new window\)](#) <sup>[22]</sup>

- **Senior Category Manager- Corporate Service**

Leatherhead, KT22 7AD

Salary:

£55877.00 to £62626.00

Type:

Permanent

Employer:

Surrey and Borders Partnership NHS Foundation Trust

[Apply now on NHS Jobs for Senior Category Manager- Corporate Service job \(opens in a new window\)](#) <sup>[23]</sup>

- **Social Media and Marketing Content Executive (Mat Cover)**

Basingstoke, RG24 9NP

Salary:

£24581.00 to £28496.00

Type:

Fixed-Term

Employer:

St Michael's Hospice (North Hampshire)

[Apply now on NHS Jobs for Social Media and Marketing Content Executive \(Mat Cover\) job \(opens in a new window\)](#) <sup>[24]</sup>

- **Chailey Communication Aid Service Manager**

North Chailey, BN8 4JN

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Sussex Community NHS Foundation Trust



[Apply now on NHS Jobs for Chailey Communication Aid Service Manager job \(opens in a new window\)](#) <sup>[25]</sup>

- **Communications and Engagement Officer (Digital)**

Northampton, NN1 5BD

Salary:

£29970.00 to £36483.00

Type:

Fixed-Term

Employer:

Northampton General Hospital

[Apply now on NHS Jobs for Communications and Engagement Officer \(Digital\) job \(opens in a new window\)](#) <sup>[26]</sup>

- **Director of Corporate Governance & Trust Secretary**

Worthing, BN11 1HS

Salary:

£105385.00 to £121271.00

Type:

Permanent

Employer:

Sussex Partnership NHS Foundation Trust

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

- **Director of Finance and Corporate Services**

Bolton, BL1 4QT

Salary:

£62215.00 to £72293.00

Type:

Permanent

Employer:

Bolton Hospice

[Apply now on NHS Jobs for Director of Finance and Corporate Services job \(opens in a new window\)](#) <sup>[28]</sup>

- **Communications Team Leader - Campaigns and Media**

Plymouth, PL6 8DH

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

University Hospitals Plymouth NHS Trust

[Apply now on NHS Jobs for Communications Team Leader - Campaigns and Media job \(opens in a new window\)](#) <sup>[29]</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>[30]</sup>

- **Band 8c Deputy Trust Secretary - Corporate Governance**

Birmingham, B15 2TH

Salary:

£74290.00 to £85601.00

Type:

Permanent

Employer:

University Hospitals Birmingham NHS Foundation Trust

[Apply now on NHS Jobs for Band 8c Deputy Trust Secretary - Corporate Governance job \(opens in a new window\)](#) <sup>[31]</sup>

- **Band 6 - IT Contracts and Finance Lead, Information and Communication**

Watford, WD18 0HB

Salary:

£39205.00 to £47084.00

Type:

Secondment

Employer:

West Hertfordshire Teaching Hospitals NHS Trust

[Apply now on NHS Jobs for Band 6 - IT Contracts and Finance Lead, Information and Communication job \(opens in a new window\)](#) <sup>[32]</sup>

- **Further information**

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

- [Association for Healthcare Communications and Marketing](#) [33]
- [Chartered Institute of Marketing](#) [34]
- [Chartered Institute of Public Relations](#) [35]
- [Public Relations Consultants Association](#) [36]

## Other roles that may interest you

- [Human resources \(HR\) manager](#) [37]
- [Communications/public relations staff](#) [38]
- [Knowledge and library services](#) [39]
- [Experienced paramedic](#) [40]

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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/C9377-25-0155> [7] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9389-25-0423> [8] <https://beta.jobs.nhs.uk/candidate/jobadvert/M0032-25-0017> [9] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9391-25-1150> [10] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9290-25-0699> [11] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9360-25-0310> [12] <https://beta.jobs.nhs.uk/candidate/jobadvert/H9130-25-0493> [13] <https://beta.jobs.nhs.uk/candidate/jobadvert/H9001-25-0463> [14] <https://beta.jobs.nhs.uk/candidate/jobadvert/H9110-25-0827> [15] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9267-25-0679> [16] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9246-25-0676> [17] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9186-25-0600> [18] <https://beta.jobs.nhs.uk/candidate/jobadvert/B0516-25-0070> [19] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9290-25-0698> [20] <https://beta.jobs.nhs.uk/candidate/jobadvert/M9025-25-0044> [21] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9313-25-0361> [22] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9455-25-0273> [23] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9325-25-0332> [24] <https://beta.jobs.nhs.uk/candidate/jobadvert/B0460-25-0022> [25] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9150-25-0383> [26] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9265-25-0283> [27] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9354-25-0576> [28] <https://beta.jobs.nhs.uk/candidate/jobadvert/B0057-25-0009> [29] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9216-25-0709> [30] <https://beta.jobs.nhs.uk/candidate/jobadvert/B0128-25-0086> [31] <https://beta.jobs.nhs.uk/candidate/jobadvert/C0020-25-0966> [32] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9360-25-0317> [33] <http://www.ahcm.org.uk> [34]

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