

Working for us

Communications Assistant

Household / Department

Private Secretary's Office

Section / Branch

Royal Communications

Location

Buckingham Palace

Contract/recruitment type

Permanent

Starting salary

£25,642.50 per annum

Hours of work

37.5 per week, Monday to Friday

About the role

It's developing your skills on a worldwide platform. And it's pride in joining the team at the heart of a world famous institution. This is what makes working for the Royal Household exceptional.

The Royal Communications team promotes the work, role, relevance and value of the Royal Family to a worldwide audience. The reaction to our work is always high-profile, and so reputation and impact will be at the forefront of all that you do.

Whether working on a state visit, ceremonial event or Royal engagement, you'll make sure our communications consistently spark interest and reach a range of audiences.

Key Responsibilities

- Assist senior colleagues with both proactive and reactive communications.
- Facilitate and oversee media access to Royal engagements at Royal residences and other locations.
- Produce content for a variety of platforms, including media advisories, social media updates and feature articles.
- Responding to day to day media enquiries on a range of subjects, including about the work of members of the Royal Family.
- Provide administration support such as diary planning and facilitating the accreditation process for State Visits.
- Provide logistical support to the media and the Royal Communications team.

Although based primarily at Buckingham Palace, you'll also travel in the UK to support visits and engagements.