

IELTS READING – IFCES, the International Federation of Chemical Engineering Societies S17GT4



IELTS READING IFCES, the International Federation of Chemical Engineering Societies Reading Practice Test has 10 Questions belong to the Work & Business .

Job Specification: Communications Manager

Contract: Permanent (with 3-month probationary period)

Reports to: Chief Executive

Hours: 9: I Sam – 5:30 pm with I hour for lunch

Holidays: 23 days per annum + statutory public holidays

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Job Summary

To raise the **q1 international profile** of IFCES. To communicate our objectives, programmes and services to members, the chemical engineering community, the media and the wider public.

Key Responsibilities

- Develop and implement a programme of communications to member associations, the chemical engineering industry, sponsors and the media
- Plan and implement marketing strategies for all IFCES programmes including the World Chemical Engineering Congress
- Write and edit copy for **q2 publications** intended for internal and external use including Chemical Engineer Monthly
- Work with design agencies, web developers and other external contractors to produce high quality corporate and marketing materials
- Research, write and distribute news releases as required, often at short notice and under pressure
- Deal with media enquiries and interview requests. Ensure that good relationships with both mainstream and chemical engineering media are developed and maintained
- Assist in the production of presentations and speeches for board members
- Ensure **q3 website content** is up to date and consistent
- Develop a consistent corporate identity and ensure its application by all member associations and partner organisations
- Carry out specific duties and projects as directed from time co rime

Employee Specification Essential

- Degree (any discipline)
- Minimum 4 years' experience in a communications role
- Excellent copy writing skills with strong attention to derail, a keen sense of **q4 audience** and an ability to tailor writing to its particular **q5 purpose**
- Demonstrable crack record of producing high quality corporate publications and marketing materials
- Excellent interpersonal and organisational skills
- Sound IT skills, including working knowledge of Microsoft Office applications
- Willingness to crave! internationally

Desirable

- Recognised **q6 post-graduate** qualification in public relations / journalism / marketing communications
- Knowledge of the global chemical engineering industry and the production of new materials in particular
- Understanding of the concerns surrounding sustainability in chemical engineering
- Ability to speak a foreign language

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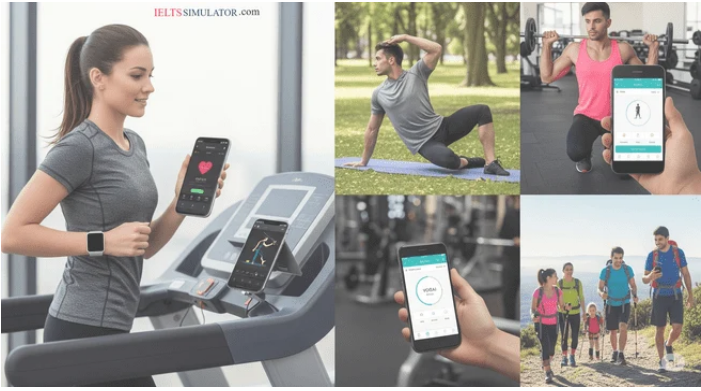


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