

## PR and Communications Officer

A PR and communications officer is responsible for building and maintaining good relations between an organisation and their clients or the public. They may work in-house or for a consultancy. Other job titles include public relations officer, public affairs, press or media officers.

### The Work

You could be:

- planning PR campaigns and strategies to achieve the aims of the organisation
- organising events including press conferences, exhibitions and open days
- writing and editing press releases, newsletters, brochures or website content and producing videos or DVDs
- managing and updating information on social media channels
- developing good contacts with the media
- writing speeches and giving presentations
- arranging hospitality, activities and gifts for visiting clients
- analysing media coverage and public opinion through research and surveys
- working within budgets and to deadlines.

### Pay

The figures below are only a guide. Actual salaries may vary, depending on:

- where you work
- the size of company or organisation you work for
- the demand for the job.

Outside the public sector there are no set salary scales. Starting salaries may start at £20,000 to £22,000, rising to between £24,000 and £30,000 a year. This can rise with experience to between £40,000 and £50,000 a year. A director or head of corporate affairs can earn up to £100,000 a year.

### Conditions

- You would work from an office.
- You would often travel to press conferences, trade fairs, and television or radio studios.
- You would normally work five days a week, but might have to work in the evenings and weekends to meet deadlines and attend network events.

### Getting In

- Entry is very competitive.
- Most entrants have a degree (SCQF Level 9-10). Subjects such as advertising, public relations, journalism, communication studies, media studies, business studies, marketing, politics and psychology are relevant.

- You need 4-5 Highers for entry to a degree course.
- If your degree is in a different subject you can take a suitable postgraduate course.
- It helps to have experience in journalism, marketing or advertising.

## What Does It Take

You need:

- excellent communication and presentation skills
- confidence, resilience and adaptability
- persuasiveness and the ability to network
- good IT skills
- creativity, originality and a flair for writing
- teamworking skills
- an interest in news and current affairs
- numeracy skills to work within budgets
- ability to multitask and work under pressure to meet deadlines.

## Training

- Training is usually on the job. Some companies offer graduate training programmes.
- The Chartered Institute of Public Relations (CIPR) offer professional training courses at all levels.
- Their Foundation Award is for school leavers/students wishing to enter PR, and the Professional Certificate is for graduates who would like to move into PR, or who have at least two years' PR experience.
- With enough experience and training you can take the Professional Diploma before advancing to Accredited Practitioner Status and to the Member of the CIPR.
- You could also choose to take qualifications from the Public Relations and Communications Association (PRCA). More information is on their website.

## Getting On

- You might start as a PR assistant or information assistant and work up to officer level.
- You could work either for a particular firm as a press or information officer, or for a public relations agency, representing various firms.
- As a PR and communication officer for a company you could gain promotion to communications or media relations manager.
- If you work for a PR agency you may progress to senior account executive, account manager, or account director, or into a related field like advertising and marketing.

## Contacts

### Chartered Institute of Public Relations (CIPR)

Tel: 020 7631 6900

Website: [www.cipr.co.uk](http://www.cipr.co.uk)

X: @CIPR\_UK

Facebook: [www.facebook.com/CIPR.UK](http://www.facebook.com/CIPR.UK)

**Offshore Energies UK (OEUK)**

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X: @OEUK\_

Facebook: [www.facebook.com/OffshoreEnergiesUK](https://www.facebook.com/OffshoreEnergiesUK)

**OPITO - My Energy Future**

Tel: 01224 787800

Email: [reception@opito.com](mailto:reception@opito.com)

Website: [www.opito.com/future-skills/my-energy-future](http://www.opito.com/future-skills/my-energy-future)

Facebook: [www.facebook.com/OPITOGlobal](https://www.facebook.com/OPITOGlobal)

**Public Relations and Communications Association (PRCA)**

Tel: 020 7233 6026

Website: [www.prca.org.uk](http://www.prca.org.uk)

X: @PRCA\_UK

Facebook: [www.facebook.com/PRCAuk](https://www.facebook.com/PRCAuk)

**SPE Aberdeen**

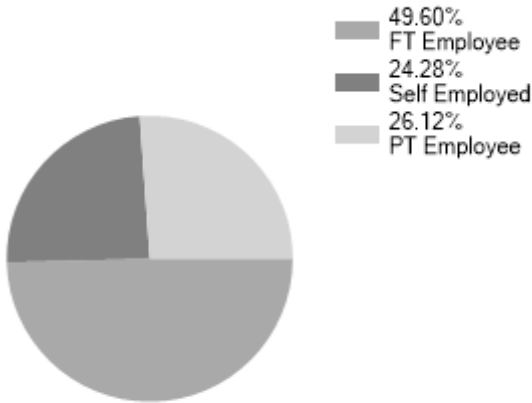
Tel: 01651 873 791

Email: [info@spe-uk.org](mailto:info@spe-uk.org)

Website: [www.spe-aberdeen.org](http://www.spe-aberdeen.org)

Statistics

Employment Status UK %

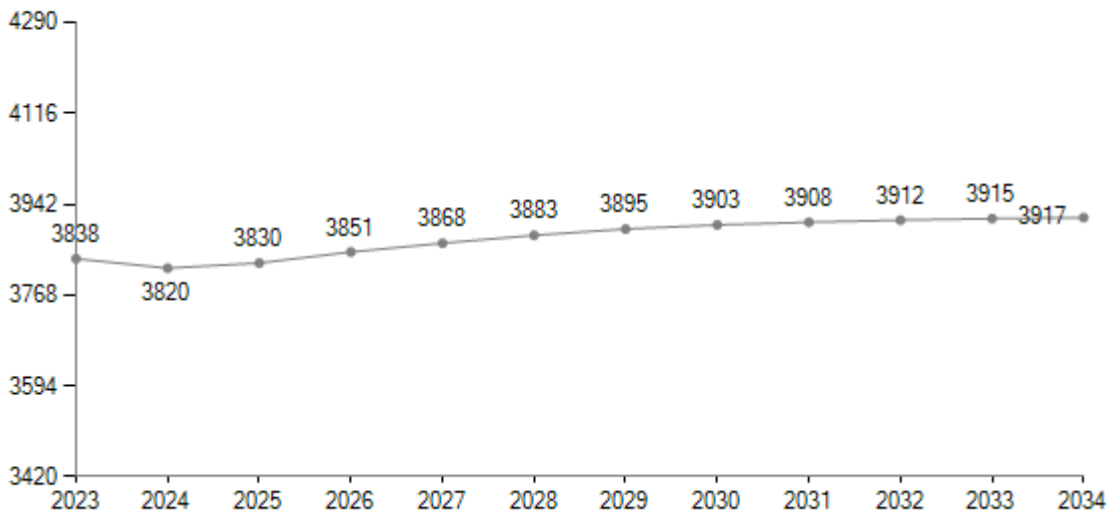


Past Unemployment - Scotland

No Claimant statistics available for Scotland.

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [Lightcast](#)