

Communications - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
COM - CW 1	Filming Events	Manage filming Events on the Heath to ensure that there is no long-term damage to the landscape and minimise disruption to visitors and local communities.	On-going	Supervisor / Team Leader	B1
COM - CW 2	Division	Liaise with IS for technical maintenance and provision of services across the Division, supporting local staff when required.	On-going	Comms Officer	B1
COM - CW 3	Division	Lead on provision of social media – twitter, Facebook and Instagram. Set up and populate social media planner to schedule campaigns.	On-going	Comms Officer	B1
COM - CW 4	Division	Provide technical, logistic, marketing and communications support at events, to enable a thorough coverage of 2018/19 programme of events.	Per events diary	Comms Officer	A1
COM - CW 5	Hampstead Heath	Lead on review and update of the 2018 diary for Hampstead Heath, learning from the diary review 2017.	July	Comms Officer	A1 A6
COM - CW 6	Division	Represent Division on Communications Improvement Group.	Quarterly	Comms Officer	A1
COM - CW 7	Division	Act as secretary for the newly formed Divisional Leisure Filming and Communication Working Group. Organising and taking minutes of meetings.	Quarterly	Comms Officer	A1
COM - CW 8	Division	Represent the Division on the GIAG Working Group to be responsible for the marketing element of the event.	Monthly	Comms Officer	A1
COM - CW 9	Division	Lead on production of a staff e-newsletter "TeamTalk" for the Division.	From Dec and to be reviewed in April 2018	Comms Officer	A1
COM - CW 10	Division	Provide communication support to staff across the Division to enable them to develop communications plans for the proposed projects.	Throughout the year	Comms Officer	A1
COM - CW11	Division	Lead on the recruitment of maternity cover for the post of Engagement, Information and Communications	April	Leisure & Events Manager	A1