



VACANCY 2025

Job Title: Campaigns & Communications Officer
Department: Campaigns & Communications
Location: London
Staff Group: NUJ
Reports to: Senior Campaigns & Communications Officer
Contract Type: Permanent
Start Date: ASAP
Salary: £47,438.80
London Weighting: £4,000
Working Time: Full-Time, 5/days wk., 35/hrs wk. (including lunch)
Hybrid Working: Min. 3 office & 2 working from home (up to 5 days office, if required)

HOW TO APPLY

Complete the application form and send along with your CV, covering letter and GDPR declaration to
Personnel@nuj.org.uk

Close of applications: Noon,
Friday 6th June 2025

National Union of
Journalists
Headland House
72 Acton Street
London
WC1X 9NB

Personnel@nuj.org.uk
www.nuj.org.uk

The NUJ is an equal
opportunity employer.

PERMANENT

JOB DESCRIPTION

CAMPAIGNS & COMMUNICATIONS OFFICER

Based at the central London head office of the **National Union of Journalists (NUJ)**, the **Campaigns & Communications Officer** will work under the direction of the Senior Campaigns & Communications Officer, to help promote the work and interests of the Union.

This role will have the following responsibilities:

- Plan, administer, organise and deliver NUJ campaigns
- Maximise positive media coverage of issues important to the union.
- Provide articles, news releases, quotes and media briefings for NUJ officials and members etc.
- Respond to media queries in a timely manner, whilst liaising with union officials where required.
- Ensure that the Union's website:
 - reflects current union priorities
 - is regularly updated
 - remains a key tool for delivering the union's communication and organising priorities
 - attracts new recruits
 - encourages members to engaged in union activities
- Create varied, engaging content to relay the union's messages and campaigns across all relevant social media platforms and develop the union's presence.
- Provide communication support to the Union's industrial and geographic sectors to ensure a consistent and effective approach.
- Ensure that the Union's geographic diversity and work across the UK and Ireland is properly reflected in all aspects of our communications.
- Work as part of a team to coordinate and drive the Union's work in parliament, including:
 - liaison with politicians
 - ensure the cross-party group works effectively
 - contribute to appropriate briefings and strategy papers.
- Assist in the preparation of the Union's responses to consultations, whilst ensuring they are researched and submitted in a timely fashion, using all opportunities to pursue and advance the NUJ's policies and strategic priorities.
- Support the department's working with members, lobby groups and other external partners to advance the Union's agreed priorities and campaigns.
- Produce and develop editorial content, writing and commissioning as required, including:
 - NUJ Informed
 - NUJ Active
 - NUJ Branch
 - opinion pieces and articles on behalf of the General Secretary or officials as required.
- Enhance communication between the Union's head office, its officials, members, chapels, branches and other structures, through a variety of means, including the use of newsletters, email network, bulletins etc. and work to ensure union bodies are aware of key union campaigns.
- Assist in the development of high-quality communication and campaign material, including leaflets, posters, briefings, toolkits, reflecting the union's campaigning and organising priorities, seeing through projects from concept to publication
- Monitor communication and campaign priorities, contributing to strategy planning after each delegate meeting and along with the Senior Communications & Editorial Officer, ensure that the resulting work is carried out throughout the following cycle.
- Provide updates on departmental work and initiatives, through comprehensive written reports to the National Executive Council (NEC), its relevant sub-committees and other NUJ councils.
- Ensure the smooth-running of the department's work and delivery of strategic priorities by working effectively and in partnership with department colleagues.
- Under the direction of the General Secretary, assist in all other general work of the Campaigns & Communications Department.
- Attend NEC, its sub committees, branch, chapel and other daytime or evening meetings as required.
- Work alongside all NUJ industrial officials to achieve departmental aims and objectives.
- Abide by all NUJ policies, in particular, those addressing equality and ethical issues.
- Undertake duties as directed by the General Secretary or, in their absence, the Assistant General Secretary.

PERSON SPECIFICATION

A commitment to trade unions, their aims, and an understanding of the issues facing journalists | Experience developing campaigns from concept to delivery | Demonstrable experience of producing high quality multimedia content on social media platforms including Instagram, Facebook and X | Proven experience of updating websites | Experience using Mailchimp or a similar email communication platform | Experience using Survey Monkey or an alternative online survey platform to create surveys and conduct analysis | Excellent writing and research skills | Experience drafting high quality editorial content including articles for publication | Prioritising and working to deadlines | Proven administrative and organisational skills | Ability to engage with a wide variety of partner organisations including MPs, trade unions and campaign groups | Practical use of MS Office suite | Fast and accurate typing | An excellent telephone manner | An understanding of equality matters | Effortless organisational skills | A good understanding of the implications of the Data Protection Regulation 2018 on the role | Basic employment law | Discretion | A proactive approach to the working day | professional, friendly and team oriented when dealing with colleagues and members alike | Initiative and self-motivation | A desire to get involved