**JOB DESCRIPTION and PERSON SPECIFICATION**

**VACANCY**

PERMANENT

Please note that the work of the department is under review and therefore, the responsibilities listed are only broadly representative and may be subject to change.

If you would like to apply for this role and have the required skills and experience, please email:

* A cover letter explaining why you feel that you satisfy the criteria and how you would be able demonstrate your suitability for the role
* Completed application form
* Signed GDPR Privacy Notice

to: [**personnel@nuj.org.uk**](mailto:personnel@nuj.org.uk)

The deadline for receipt of completed applications is **22/10/2021**. Please note that applications received after this date will not be considered.

The NUJ is an equal opportunity employer.

**SENIOR CAMPAIGNS & COMMUNICATIONS OFFICER**

Based in the **National Union of Journalists’ London** head office, the Senior Campaigns & Communications Officer will work in the communications and campaigns department covering all sectors of the Union across all areas of the NUJ.

Reporting to the NUJ General Secretary, this role will have primary **responsibility** for:

* Maximising positive media coverage of issues important to the NUJ and providing articles, news releases, quotes, media briefings for union officials or members etc. and when necessary, act as spokesperson for the Union.
* Ensuring that the Union’s website reflects current union priorities, is regularly updated, and remains a key tool for delivering the union’s communication and organising priorities, attracting new recruits and getting members engaged in union activity.
* Developing the Union’s social media presence across all relevant platforms.
* Providing communications support to the Union’s industrial and geographic sectors, in liaison with the Senior Communications & Editorial Officer, to ensure a consistent and effective approach.
* Working to ensure that the Union’s geographic diversity and work across the UK and Ireland is properly reflected in all aspects of our communications.
* Working as part of a team to coordinate and drive the Union’s work in parliament, including liaison with politicians and ensuring the cross-party group works effectively and generating appropriate briefings and strategy papers.
* Ensuring that the Union’s responses to consultations are researched and submitted in a timely fashion, using all opportunities to pursue and advance the NUJ’s policies and strategic priorities.
* Working with members, lobby groups and other external partners to advance the Union’s agreed priorities and campaigns.
* Producing and developing editorial content, writing and commissioning as required, including NUJ Informed, NUJ Active, opinion pieces and articles on behalf of the General Secretary or officials as required.
* Enhancing 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 to work to ensure union bodies are aware of key union campaigns.
* Developing high quality communication and campaign materials including leaflets, posters, briefings, toolkits, reflecting the union’s campaigning and organising priorities, seeing through projects from concept to publication
* Developing, delivering and monitoring communication and campaign priorities, refining the departmental strategy after each delegate meeting and with the Senior Communications & Editorial Officer ensuring that work is carried out through the following cycle.
* Enhancing 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 to work to ensure union bodies are aware of key union campaigns.
* Providing comprehensive written reports, updating on departmental work and initiatives to the National Executive Council (NEC), relevant sub-committees and councils.
* Working effectively and in partnership with the Senior Communications & Editorial Officer to mutually ensure the smooth-running of the department’s work and delivery of strategic priorities.
* Assisting in all other general work of the Campaigns & Communications Department under the direction of the General Secretary.
* Servicing Union committees or bodies as required by the General Secretary. The role will involve attending branch, chapel and other day-time or evening meetings as required, and attendance at NEC and sub committees.
* Liaising on all of the above issues with other NUJ sectors and their organisers and with the Scottish, Irish and Northern offices of the NUJ.
* Abiding by all NUJ policies, in particular, those addressing equality and ethical issues.
* Undertaking other duties as directed by the General Secretary or, in their absence, to the Assistant General Secretary.

The successful candidate will be educated to degree level and/or have at least five years trade union experience.  The post holder will be expected to work flexibly, including some travel, and will need to demonstrate that they have or are capable of the following **skills**:

* Experience of the current media industry and knowledge of the issues facing journalists and NUJ members across the different parts of the industry.
* Demonstrable journalistic skills and experience of producing high quality editorial content across all platforms
* Proven communication skills, preferably in a trade union context, and strong campaigning experience
* Proven experience of devising and successfully implementing campaigns.
* Experience of working within a committee structure and of servicing meetings.
* Carrying out research and preparation of documentation, as required
* The ability to communicate effectively with colleagues and members
* Familiarity with all current media technologies
* Prioritising and working to deadlines
* An ability to work on own initiative and in a flexible manner to respond to urgent or immediate issues.
* A working understanding of equal opportunities practices and legislation.
* An ability to inform and motivate others working on campaigns and initiatives, working as a team harmoniously and collectively with their colleagues and union members.

**Job Title:** Senior Campaigns & Communications Officer| **Department:** Campaigns & Communications

**Location:** Headland House, 72 Acton Street, London WC1X 9NB (with flexibility for up to 2 days a week home working – dependent on work need) | **Working Pattern:** F/T, 5-day week on an agreed flexible basis to include weekends and/or evening work

**Hours per week:** 35 inclusive of lunch| **Staff Group:** NUJ Chapel | **Grade:** NO| **Salary** **per annum:** £55,296.26

**London Weighting p.a.:** £3,750 | **Contract Type:** Permanent| **Start Date:** ASAP | **End Date:** N/A

**APPLICATION FORM**

**SENIOR CAMPAIGNS & COMMUNICATIONS OFFICER**

## CONFIDENTIAL

The National Union of Journalists operates a blind shortlisting process and therefore this page will be removed by the Personnel Department, prior to shortlisting taking place.

Please note that aside from the removal of this front cover, the job description and the equal opportunities form, your application will be presented, as provided. So, it is important that you take the time to check for accuracy before submitting your form.

|  |  |  |
| --- | --- | --- |
| **Surname:** |  | |
|  | | |
| **Other names:** |  | |
|  | | |
| **Address:** |  | |
|  | | |
| **Contact details:** | **Home Tel:** |  |
| **Mobile:** |  |
| **Work Tel:** |  |
| **Email:** |  |
|  | | |
| **Current NUJ Branch:** | |  |

|  |  |
| --- | --- |
| **Where did you hear about this vacancy?** |  |
|  | |
| **HOW TO APPLY**  If you would like to apply for this role and have the required skills and experience, please email [**personnel@nuj.org.uk**](mailto:personnel@nuj.org.uk) and attach:   * A cover letter explaining why you feel that you satisfy the criteria and how you would be able demonstrate your suitability for the role * your completed application form * Signed GDPR Privacy Notice     **DEADLINE FOR RECEIPT OF COMPLETED APPLICATIONS:**  **Friday 22nd October 2021**  Please note that applications received after the close of applications will not be accepted. | |

|  |  |
| --- | --- |
| **1.** | **ACADEMIC HISTORY/QUALIFICATIONS, INCLUDING LANGUAGES:** |
|  |

|  |  |
| --- | --- |
| **2.** | **EMPLOYMENT HISTORY:** |
|  |
| **3.** | **HOBBIES/INTERESTS:** |
|  |

|  |  |
| --- | --- |
| **4.** | **RECORD OF TRADE UNION MEMBERSHIP:** |
|  |
| **5.** | **TRADE UNION OFFICES HELD:** |
|  |

|  |  |  |
| --- | --- | --- |
| **6.** | **TELL US ABOUT YOUR OWN EXPERIENCE IN:** | |
| **a)** | **Organising, leading and advising members at work:** | |
|  | |
| **b)** | | **Personal casework, including representation:** | |
|  | |  | |
| **c)** | | **Matters related to equality issues:** | |
|  | |  | |
| **d)** | | **Working with groups of people and committees:** | |
|  | |  | |
| **e)** | | **Producing leaflets and publicity material:** | |
|  | |  | |
| **f)** | | **Carrying out research and preparation of documentation:** | |
|  | |  | |
| **g)** | | **Computer/Website skills:** | |
|  | |  | |
| **7.** | | **Why are you interested in this post?** | |
|  | |  | |

|  |  |
| --- | --- |
| **8.** | **Referees:** |
| **a)** |  |
| **b)** |  |
| **N.B. REFERENCES WILL ONLY BE TAKEN UP IF A CANDIDATE IS OFFERED THE POST.** | |

# EQUAL OPPORTUNITIES MONITORING FORM

**SENIOR CAMPAIGNS & COMMUNICATIONS OFFICER**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **What best describes your gender?** | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | Male | | | |  | Female Non-binary Trans Prefer not to say Prefer to self- describe | | | | | | | | | | | |
| **2.** | **Do you consider yourself to be disabled?** | | | | | | | | | | | | | | | | | | | | | |
|  | |  | Yes | | |  | | | No Prefer not to say | | | | | | | | | | | | | | |
| **3.** | **What is your age?** | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | 18-28 | |  | | | 29-39 |  | 40-50 |  | 51-61 | |  | 62+ | | | | | | | |
| **4.** | **What is your sexual orientation?** | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | Lesbian/  Gay  woman | | |  | | Gay man |  | Bisexual |  | Heterosexual/  Straight | |  | Other |  | Prefer not to say |  | Prefer to self-describe | | | |
|  | |  | |  | |  |  |  |  |  |
| **5.** | **What do you consider to be your ethnic origin?** | | | | | | | | | | | | | | | | | | | | | |
|  | | **A** | | | **White** | | | | | | | | | | | | | | | | |
|  | |  | | | British | | | | | | | | | | | | | | | | |
|  | |  | | | English | | | | | | | | | | | | | | | | |
|  | |  | | | Scottish | | | | | | | | | | | | | | | | |
|  | |  | | | Welsh | | | | | | | | | | | | | | | | |
|  | |  | | | Irish | | | | | | | | | | | | | | | | |
|  | |  | | | Other White background, please state which | | | | | | | | |  | | | | | | | |
|  | |  | | |  | | | | | | | | |  | | | | | | | |
|  | | **B** | | | **Mixed** | | | | | | | | | | | | | | | | |
|  | |  | | | White and Black Caribbean | | | | | | | | | | | | | | | | |
|  | |  | | | White and Black African | | | | | | | | | | | | | | | | |
|  | |  | | | White and Asian | | | | | | | | | | | | | | | | |
|  | |  | | | White and Chinese | | | | | | | | | | | | | | | | |
|  | |  | | | Other Mixed background, please state which | | | | | | | | |  | | | | | | | |
|  | |  | | |  | | | | | | | | |  | | | | | | | |
|  | | **C** | | | **Asian** | | | | | | | | | | | | | | | | |
|  | |  | | | British | | | | | | | | | | | | | | | | |
|  | |  | | | Irish | | | | | | | | | | | | | | | | |
|  | |  | | | Indian | | | | | | | | | | | | | | | | |
|  | |  | | | Pakistani | | | | | | | | | | | | | | | | |
|  | |  | | | Bangladeshi | | | | | | | | | | | | | | | | |
|  | |  | | | Other Asian background, please state which | | | | | | | | |  | | | | | | | |
|  | |  | | |  | | | | | | | | |  | | | | | | | |
|  | | **D** | | | **Black** | | | | | | | | | | | | | | | | |
|  | |  | | | British | | | | | | | | | | | | | | | | |
|  | |  | | | Irish | | | | | | | | | | | | | | | | |
|  | |  | | | Caribbean | | | | | | | | | | | | | | | | |
|  | |  | | | African | | | | | | | | | | | | | | | | |
|  | |  | | | Other Black background, please state which | | | | | | | | |  | | | | | | | |
|  | |  | | |  | | | | | | | | |  | | | | | | | |
|  | | **E** | | | **Chinese** | | | | | | | | | | | | | | | | |
|  | |  | | | British | | | | | | | | | | | | | | | | |
|  | |  | | | Irish | | | | | | | | | | | | | | | | |
|  | |  | | | Chinese | | | | | | | | | | | | | | | | |
|  | |  | | | Other Chinese background, please state which | | | | | | | | |  | | | | | | | |
|  | |  | | |  | | | | | | | | |  | | | | | | | |
|  | | **F** | | | **Middle Eastern/North African** | | | | | | | | |
|  | |  | | |  | | | | | | | | |  | | | | | | | |
|  | | **G** | | | **Other ethnic background, please state which** | | | | | | | | |