

Communications Officer

Job Description and Person Specification

Purpose of the role

The principal purpose of the Communications Officer role is to support and energise the Green Party communications, across specific functions.

The postholder will have a broad range of communications skills ranging from press briefing and release writing to social media, speech-writing to campaigning.

The postholder will have the research skills to support the development of communications outputs and the ability to build and foster relationships with individuals and organisations, internally and externally, to enhance the profile of key Green politicians and the party more generally.

Salary:	£23,853 to £25,313 per annum, pro rata
Hours:	35 hours per week
Job type:	Six-month fixed term contract
Location:	Remote
Line manager:	Head of Communications
Line management responsibilities:	None
Key relationships:	Communications Team, elected Green politicians and their staff, Leadership, Development and Field teams, External communications coordinator on the Green Party executive.

Application process:

Applications will only be accepted through the Green Party's online recruitment portal, Applied. The link to apply for this role is <https://app.beapplied.com/apply/hykq0agzm3>.

Please note that the Applied recruitment system is configured to ask a series of questions that will support shortlisting for this role. Each question is based on one or more of the attributes listed in the Person Specification below and your answers will be scored based on how you demonstrate the attribute(s) that are relevant to the specific question being asked.

Closing date: Monday, 23rd November

Principal Roles and Responsibilities

1. Contribute to the delivery of speeches and social media content for high profile Greens as and when appropriate including researching and copy writing.
2. Proactively contribute to daily communications team briefings inputting creative ideas for packaging content and messaging to further the objectives of the party through external-facing communications targeted to specific audiences.
4. Liaise with other teams and organisations outside the party to identify opportunities to further the objectives of the party through campaigning and/or joint working. Oversee external relationships with campaigning organisations.
5. Coordinate the activities of press, social media, and leadership staff so that they are involved in campaign planning and joint working activities as above.
6. Compile and distribute a daily morning news briefing to Green Party spokespeople and stakeholders.
7. Support members of press staff in gaining coverage through contributions to writing articles and statements and pitching these as and when appropriate. Contribute to research and write-ups of interview briefings.
8. Play a significant role in supporting our network of Green Councillors and local parties, developing ideas for turning their achievements into tangible outputs at local and national level.
9. Support members of social media staff with ideas and copy-writing as and when appropriate.
10. Undertake core communications work and administrative tasks as deemed appropriate by the Head of Communications.

Person Specification

Please give evidence that you meet the attributes below that are marked as “Application” in your Applied application responses. Attributes marked as “Essential” are required for the role.

If you are shortlisted for interview, all attributes marked “Interview” will be assessed at that stage.

Attribute		Essential/ Desirable	Assessment
Experience	Demonstrable experience working as a press officer or press support including drafting press releases, op-eds, briefings and speeches	Essential	Application/ Interview
	Demonstrable experience coordinating projects across communications functions	Essential	Application/ Interview
	Demonstrable experience managing social media channels	Desirable	Application/ Interview
Skills/abilities	Excellent organisational and planning skills	Essential	Application/ Interview
	Ability to work on multiple projects simultaneously	Essential	Application/ Interview
	Strong verbal and written communication skills including a high standard of copy writing which can be applied to internal research, press outputs, social media outputs.	Essential	Application/ Interview
	Ability to build and maintain productive working relationship	Essential	Application/ Interview
	Support volunteers to manage submission of FOI requests	Essential	Interview
	Script-drafting for video content.	Desirable	Application/ Interview
Knowledge	Understanding of Green Party organisation at local, regional and national level	Desirable	Interview
	Understanding of the political environment and membership organisations.	Desirable	Application/ Interview
	Familiarity with relevant campaigns issues and organisations	Desirable	Application/ Interview
	Understanding of UK political messaging	Desirable	Application/ Interview



Personal attitudes	Sympathy with the aims and policies of the Green Party, and with development of a more sustainable society	Essential	Interview
	Creative and open minded with a desire and willingness to feed productively into planning	Essential	Application and Interview
Personal circumstances	Eligible to work in the UK	Essential	Application
	Able and willing to work occasional unsocial hours and outside of normal office hours as required	Essential	Application
	Not a member of another UK political party	Essential	Application
Equality	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies	Essential	Application/ Interview

General points applicable to all Green Party of England and Wales jobs:

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party's policies and access to the Party's services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. Green Party staff may be required to attend Green Party Executive (GPEx) and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
4. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and review system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR & Office Manager and in accordance with the current policy on the management of volunteers.
12. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEx Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder.