

Communications Officer

Job Description and Person Specification

Purpose of the role

The purpose of the role is to provide flexible, cross functional communications support to the staff team and the Party more generally (including volunteers and the Leadership) This will be a very varied job with no two-days the same. The post holder will proactively contribute to editorial discussions, use their initiative to make sure things get done and work on a number of different projects at any one time.

The role requires fast paced working with the ability to be reactive but also to plan ahead, balancing requirements along the way. The successful applicant will be an excellent relationship builder, diplomatic and hardworking, someone who will be proud of their contribution to a small but high functioning team and whose enthusiasm for their work is underpinned by the knowledge that the Green Party is going places.

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| Salary: | £24,068 - £25,040 per annum, pro rata (points 6 - 8 on the GPEW Pay Scale) |
| Hours: | 35 hours per week |
| Job type: | Permanent |
| Location: | Remote initially but some working from Green Party Head Office in the longer term |
| Line manager: | Head of Communications |
| Line management responsibilities: | None |
| Key relationships: | Communications team members including press, design and social media colleagues; Development Team; Field Team; Local party officers; Party Spokespeople and Leadership team; Green Party affiliate groups; Green Councillors. |

Application process:

Applications to be submitted by 11:59 on Friday 8th October 2021 via the Party's Applied recruitment system <https://app.beapplied.com/apply/yri2621bdp>

Interviews to be held on Friday 15th October.

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.

Principal Roles and Responsibilities

1. Support the press team:
 - Carry out research into current affairs/news items as requested to provide accurate background content for articles and publications.
 - Draft content as requested for printed press and summaries for broadcast interviews.
 - Monitor and manage the Press inbox, flagging requests as appropriate.
2. Support the Social Media Officer:
 - Draft content for social media channels as requested.
 - Post content across social media channels as requested.
3. Contribute to editorial discussions on upcoming or reactive content:
 - Play a proactive part in daily comms calls
 - Play a proactive role in planning for upcoming key moments including elections, conference, COP.
4. Liaise with local parties and support the Greens in Power press officer to promote the work of Green Councillors:
 - Contact local parties for information or stories of their successes.
 - Compile and send out local party resources.
5. Coordinate project work including local party resources:
 - Keep a timeline of tasks and remind colleagues of these.
 - Write cover emails outlining content of mailouts.
 - Mailout to large lists using Action Network.
6. Help senior colleagues to support Spokespeople and Leadership:
 - Contribute to briefings for media appearances as requested.
 - Research past news or policy as requested.
 - Draft social media content as requested.
7. Manage relationships with affiliate groups:
 - Arrange monthly meetings with affiliate groups e.g. LGBTIQ+ Greens, Greens of Colour, Young Greens to establish their upcoming work.
 - Report back to the communications team.
 - Contribute to planning our support for affiliate groups.
8. Carry out day to day updates to web platforms:
 - Post press releases on the web as requested.
 - Make updates to webpages as requested.
9. Be involved in training and development for local parties and Councillors.
 - Plan training sessions as requested (with guidance).
 - Facilitate sessions as requested (with guidance).
 - Field enquiries from local parties and councillors directing them to the appropriate colleague.

10. Act as a link between the communications team and other teams within the wider party.

11. Provide cover as appropriate for other communications functions.

Person Specification

| Attribute | | Essential/ Desirable | Where Assessed |
|---------------------------|--|-------------------------|---------------------------|
| Experience | Working in a fast-paced environment whilst maintaining a high standard of accuracy | Essential | Application/ Interview |
| | Working in a political environment | Desirable | Interview |
| | Liaising with and coordinating networks of people (colleagues, volunteers or other) | Essential | Application/ Interview |
| | Creating and posting content for social media | Essential | Application/ Interview |
| | Building good working relationships with varied groups of people | Essential | Application/ Interview |
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| | Experience of writing accurate and engaging content for a range of audiences | Essential | Application/ Interview |
| Skills/abilities | Knowledge and use of Action Network, CRM Drupal/Modex/Wordpress | Desirable | Interview |
| | Excellent attention to detail | Essential | Application/ Interview |
| | Excellent written and oral communication skills | Essential | Application/ Interview |
| | Ability to make well-reasoned decisions under pressure, using own initiative | Essential | Application/ Interview |
| | Ability to demonstrate and exercise sensitivity and sound political judgment | Essential | Interview |
| | Excellent time management skills | Essential | Interview |
| Knowledge | Relevant degree or equivalent level of knowledge | Desirable | Application |
| | Understanding of Green Party organisation at local, regional and national level | Desirable | Application/ Interview |
| | Familiarity with key current policy debates and sensitivities. | Essential | Application/ Interview |
| Personal attitudes | Sympathy with the aims and policies of the Green Party, and with development of a more sustainable society | Essential | Application/ Interview |
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| | Thrives in an environment that's fast moving and requires juggling multiple tasks and managing a significant volume of incoming enquiries. | Essential | Application/ Interview |
| | Commitment to team working | Essential | Application/ Interview |
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| 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 | Interview |
| | 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 |

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.