



# Press Officer (job share)

## Job Description and Person Specification

### Purpose of the role

The Press Officer (PO) will help implement the press strategy of the Green Party of England & Wales (GPEW) as agreed by Green Party Executive (GPEX). The PO will promote a positive image of the party and its key public figures in line with these strategies, as well as helping achieve favourable coverage in both traditional and 'new' media under the direction of the Press Manager.

<b>Salary:</b>	£24,814 to £27,396 FTE (Points 6 to 11 on the GPEW salary scale)
<b>Hours:</b>	Part time – job share (17.5 hours per week)
<b>Job type:</b>	Permanent
<b>Location:</b>	Remote within the UK with one/two office based days per week in London
<b>Line manager:</b>	Press Manager
<b>Line management responsibilities:</b>	Not applicable
<b>Key relationships:</b>	Head of Communications, Press Manager, Social Media Officer, Senior Design and Publication Officer and Green councillors, in particular those who have a role in their council's ruling administration, and their local party press officers

### Application process:

Applications to be submitted by 23:59 on Thursday 7<sup>th</sup> July 2022 via the Party's Applied recruitment system: [Press Officer \(Job Share\) - The Green Party - Applied \(beapplied.com\)](https://beapplied.com)

Interviews to be held on 14<sup>th</sup> July 2022.

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.

## Principle Roles and Responsibilities

### Media communications

1. Drafting and issuing high quality press releases to tight deadlines
2. Working with and supporting councillors who have a role on their council's ruling administration and their local party press officers with their press agendas and liaising between them and the national party communications team
3. Developing relationships with key regional broadcast and print outlets
4. Work closely with regional party committees, press officers and website managers, particularly in areas with key Green leadership
5. Support the press office in responding to daily news through statements and comments
6. Maintaining and updating press contact lists
7. Drafting and pitching comment pieces and blogs from GPEW spokespeople and elected representatives.



- 8. Writing briefings for party figures in preparation for media interviews and verbally briefing them ahead of media appearances
- 9. Assisting where necessary in the social media communications of the party.
- 10. Providing cover for the Press Manager as and when necessary, in their absence

**Essential Experience and Skills**

- 1. Experience in similar work as a press officer or as a journalist.
- 2. Excellent writing and editing skills, and ability to quickly understand and explain issues verbally.
- 3. Good interpersonal skills.
- 4. Knowledge of major media outlets and their requirements.
- 5. Knowledge of and sympathy with the aims and objectives of the Green Party.
- 6. Must not be a member of another political party that is in competition with the Green Party.

**Person Specification**

	<b>Attribute</b>	<b>Essential/desirable</b>	<b>Where assessed</b>
<b>Experience</b>	Experience working in a busy press office or newsroom environment	Essential	Application/interview
	Updating and maintaining websites	Desirable	Application/interview
	Established relationships and contacts with UK political and/or regional journalists	Desirable	Application/interview
<b>Skills/abilities</b>	Strong written and verbal communication skills	Essential	Application/interview
	Strong organisational skills	Essential	Application/interview
	Ability to prioritise work and manage workload effectively	Essential	Application/interview
	Excellent interpersonal skills	Essential	Interview
	Ability to write content for and edit web pages	Desirable	Application/interview
	Excellent social media literacy	Desirable	Application/interview
<b>Knowledge</b>	Understanding of British politics at local and national government level and an interest in current affairs	Essential	Application/interview
	Understanding of Green Party organisation at local, regional and national level	Desirable	Interview
	Familiarity with relevant campaigns issues and organisations	Desirable	Interview



<b>Personal attitudes</b>	Sympathy with the aims and policies of the Green Party, and with development of a more sustainable society	Essential	Interview
	Dedicated to accuracy and delivery of tasks in a timely manner	Essential	Interview
<b>Personal circumstances</b>	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
<b>Equality</b>	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 the 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.