

Editorial and Press Officer

Job Title:	Editorial and Press Officer
Reports to:	Head of Communications and Media
Location:	TBA upon appointment
Salary:	£37,000 (includes London weighting)

Community is striving to build a team that is truly inclusive. We welcome applications from underrepresented and marginalised groups, particularly lesbian, gay, bisexual, transgender or non-binary (LGBT+ people), disabled people, black and ethnic minority people and women.

Job Purpose

Reporting to the Head of Communications and Media, the Editorial and Press Officer will work within a fast-paced team that ensures the union is able to effectively communicate with its members, potential members and to external audiences.

The role is an exciting opportunity to be a part of a team that is looking to increase the union's influence and support for its members using both traditional and digital tactics.

Person Specification & Core Skills:

- Educated to degree level or equivalent.
- Excellent communication skills, particularly the ability to write clearly and effectively for a range of audiences.
- Experience of working with and responding to the media.
- Have effectively used Mailchimp to communicate to a varied audience.
- The ability to work well within a team and also the drive to work independently.
- Proven ability to be innovative, adaptable and creative with attention to detail.
- Ability to effectively manage workload and work flexibly to meet organisational needs.
- Excellent research skills and working knowledge of information sources.

Main Duties and Responsibilities:

- Coordinate the unions written communications.
- Source and produce excellent quality content for the union website.
- Write, edit and pitch blogs and opinion pieces on behalf of the union and senior officials.
- Write and distribute press statements and comments on issues affecting the unions members across regions and nations – this may include out of hours.
- Work with the unions Head of Communications and Media to develop an effective press strategy.
- Coordinate proactive press opportunities with a number of different press outlets.

- Communicate internally across the union to ensure all union staff are abreast of the union's communications and press activity, and future opportunities.
- Collaborate with the union's regions and departments to create excellent printed literature.
- Manage and coordinate email communications to the union's members.
- Keep union members up to date with the union's services, benefits and offers as well as wider lobbying and campaigning activity.
- Support the unions industrial and organising agenda.
- Play a central role in the union's recruitment strategy.
- Other tasks as directed.

Personal Qualities & Understanding

- Understanding of (or awareness of) good trade union principles, beliefs & ethos
- Strong awareness & commitment to equal opportunities and valuing diversity
- A commitment to Community Vision & Mission Charter

November 2020