

COMMUNICATIONS ASSISTANT

UNISON NORTHERN IRELAND

Ref: R5/29T

JOB DESCRIPTION

Grade: 8

Salary: £24,272

Hours: 35 per week

Location UNISON Centre, Galway House, York Street, Belfast

Reports to: Head of Organising & Development

Overall Summary

The role of the Communications Assistant is to support the development and delivery of initiatives to promote a positive external image of the union and its policies. The Communications Assistant will provide support to the Regional Management Team to develop, promote and deliver consistent and effective communications systems and campaigns.

Key tasks and responsibilities

The key tasks and responsibilities appropriate to this post, to be carried out under the direction of the Head of Organising & Development, are as follows:

Development/Research

Maintain and develop UNISON NI's websites, social networking sites and e-communications systems.

Assist with research and preparation of newsletters and other publicity materials that help promote UNISON's key messages and campaigns.

Assist in organising UNISON communications and recruitment events.

Communication/Organisation

Liaise with appropriate UNISON staff, lay structures and branches.

Support preparation, coordination and organisation of UNISON events.

Designs leaflets, newsletters and other publicity materials.

Management of Resources

Maintain databases and ensure maintenance of equipment and machinery related to the role of the communications assistant

Administrative

Monitor media for breaking news stories

Collate and analyse media coverage and other statistical information as required.

Keep updated comprehensive biographical and picture files.

Equality and human rights

Assist in promoting the aims and values of UNISON with particular emphasis on the centrality of equality of opportunity and the promotion of human rights to all of our work

General/Other

Any other duties relevant to the overall responsibilities of this post.

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PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of gender, religious belief, political opinion, race or ethnic origin, marital status family, sexual orientation, disability, age and whether or not they have dependents. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

Development/Research

- Ability to maintain and develop UNISON NI's websites, social networking sites and e-communications systems
- Ability to research, design and prepare leaflets, newsletters and other publicity materials
- Ability to assist in organising UNISON communications and recruitment events.
- Ability to work to tight deadlines and to prioritise work under pressure.
- Ability to work flexibly within multi-disciplinary teams, including outside core office hours.

Communications/Organisation

- Effective communications skills, both written and oral, including the ability to write clearly and concisely
- Ability to communicate and liaise with officials, branches and external bodies
- Ability to use IT distribution and news-monitoring systems.
- Ability to assist in organising regional events.

Resource Management

- Ability to work effectively within administrative and financial arrangements and timetables, ensuring that files and records are maintained
- Ability to liaise with external suppliers related to the communications role

Specialist/other

- Understanding of, and ability to promote, UNISON's aims, values, policies and objectives with particular emphasis on the centrality of equality of opportunity and the promotion of human rights to all of our work.
- Commitment to the aims and values of the trade union movement in general.
- Working knowledge of campaigning techniques
- An understanding of Northern Ireland current affairs.
- Ability to bring a creative approach to specific communications and organising projects
- Ability and willingness to be a team player.
- Ability to work on own initiative.

Other Information

Please send 2 copies of completed application forms along with Recruitment and Disability monitoring form to Michele Bradford. Regional Administrator, UNISON, Galway House, 165 York Street, Belfast, BT15 1AL quoting **ref: R5/29T**.

The closing date for completed applications is **4pm on 19 October 2018**.

UNISON is committed to equality of opportunity. Applicants will be treated equally regardless of gender, marital status, disability, age, sexual orientation, race, religious belief, political opinion and whether or not they have dependents.