



Communications Assistant

United Nations Association - UK (UNA-UK)

About UNA-UK

The United Nations Association – UK (UNA-UK) is the UK’s leading source of independent analysis on the UN and a grassroots membership organisation with a network of supporters and local groups across the UK. Our vision is of a safer, fairer and more sustainable world, which we pursue through the promotion of an effective United Nations. We work towards this goal by:

- explaining why the UN matters to key audiences in the UK and beyond
- influencing decision-makers and opinion-shapers in support of UN ideals
- generating a critical mass of public support for, and engagement with, the UN
- working with educators and young people to foster a new generation of UN advocates
- stimulating ideas and action on how the UN can operate more effectively and sustainably

The organisation is at an exciting stage as we embark on two campaigns – on UK foreign policy and on restoring faith in global governance – and look to streamline and focus our activities. The Communications Assistant will play a key role in moving forward these developments by providing high-quality media and online support across UNA-UK’s operations and activities.

Job description

About the post

This is a full-time post (35 hours per week, excluding lunch hours) at the UNA-UK offices in central London. The appointment will be for 6 months initially, with the opportunity to extend subject to funding.

Annual salary, including London weighting, will be £20,000. Benefits include 25 days annual leave pro rata for the term of the contract, additional 5 days over Christmas and 7% employer pension contribution through the company’s pension scheme.

The post-holder will report to the Head of Policy, and will be part of a small, dynamic UNA-UK team, which currently comprises six staff members.

Key tasks

Enhance UNA-UK’s online presence

- Work with colleagues to ensure the smooth running of the website and its future development, by ensuring the site is kept up to date, project managing its improvement and maintenance, and liaising with developers
- Cross-link and appropriately tag and categorise posts to improve the look and logical coherence of the site, showcase our best work, optimise search results and make content easier to find

Develop UNA-UK’s media profile

- Write press releases, news articles, and impact reports for publication on our website and distribution to our media contacts
- Proactively engage with and develop contact with key journalists and editors
- Manage journalists database, and ensure that relevant content is circulated as appropriate
- Circulate UNA-UK content to other networks as appropriate and seek out new networks
- Media monitoring and associated impact reporting
- Seek out opportunities to increase UNA-UK impact such as by pitching op-eds, interviews and researching opportunities to contribute to events and publications

Social media lead

- Day-to-day coordination of UNA-UK's social media channels
- Development of the Organisation's social media strategy
- Run interactive campaigns and ensure opportunities for expansion are capitalised upon

Other tasks

- Maintain the house style guide and ensure compliance across all communications
- Support the development of our existing and new campaigns
- Provide administrative support to the Head of Policy and other team members as required to ensure UNA-UK is able to effectively communicate
- Provide proofreading and copyediting support across the Organisation and in particular with regard to UNA-UK's publications
- Assist the Head of Policy in commissioning and subediting UNA-UK publications
- Support for multimedia communications and generation of multimedia content. Explore opportunities to develop new forms of communication and find ways to reach new audiences
- Occasionally deputise for the Executive Director, Deputy Director or Head of Policy for media interviews
- Any other reasonable tasks as may be assigned that is consistent with the nature of the job and its level of responsibility, including cover for other staff as appropriate

To apply for the post please complete and email the application form together your CV and a covering letter to [Fred Carver](mailto:Fred.Carver@una.org.uk) at jobs@una.org.uk

Closing deadline for receipt of applications is 10:00AM Wednesday, 20 February 2019.

Please note: you are welcome to apply for both roles that we are currently advertising. Please send separate applications for each role. Candidates with appropriate skills for both roles may be considered for another currently advertised role if they are unsuccessful.

Shortlisted candidates will be invited to telephone/skype interview on 25 February 2019 and face-to-face-interview on 28 February 2019.

Person specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent professional qualifications/experience	✓	
Knowledge		
Good knowledge of web technologies, content management systems and digital communication platforms and awareness of web trends	✓	
Basic understanding of the UN, global politics and UNA-UK's work	✓	
Understanding of how a membership organisation operates		✓
Skills		
Excellent written and verbal communication skills	✓	
Excellent interpersonal skills and the ability to build positive working relationships	✓	
Excellent IT skills, including web, CMS, online development and Microsoft Office	✓	
Excellent editing and proofing skills	✓	
Demonstrable research skills	✓	
Experience		
Experience of day-to-day website management	✓	
Experience of managing social media channels in a professional setting	✓	
Digital campaign planning experience		✓

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Good knowledge of web technologies, content management systems and digital communication platforms and awareness of web trends

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Basic understanding of the UN, global politics and UNA-UK's work

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Understanding of how a membership organisation operates

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Skills

Excellent written and verbal communication skills

✓

Excellent interpersonal skills and the ability to build positive working relationships

✓

Excellent IT skills, including web, CMS, online development and Microsoft Office

✓

Excellent editing and proofing skills

✓

Demonstrable research skills

✓

Experience

Experience of day-to-day website management

✓

Experience of managing social media channels in a professional setting

✓

Digital campaign planning experience

✓

Experience in media, communications or journalism	✓
Experience writing statements, press releases or public facing documents	✓
Experience of working in a campaign environment	✓
Experience of using relational databases	✓
Personal Attributes	
Empathy with the vision and values of UNA-UK	✓
Highly motivated and goal-orientated	✓
Enthusiastic, outgoing and resilient	✓
Ability to prioritise, multi-task and work under pressure	✓
Ability to work successfully both within a team and on one's own initiative	✓
Willingness to work occasional evenings and weekends with resultant time off in lieu	✓