



Technical Communications Officer job description

Permanent position from early 2024, full-time.

Responsible to: NSA Communications Manager

Key relationships with: All staff at NSA HQ, particularly the NSA Management Team, plus key NSA committees, groups and individuals delivering NSA-led/NSA-linked projects, relevant research and development contacts, and the SCOPS Steering Group.

Objective: NSA is a membership charity supporting and promoting sheep farming in the UK. This role is to support the NSA Management Team in their outreach roles by delivering technical messaging to members, other UK sheep farmers, and external audiences within the agricultural sector – with the aim of raising the profile of the policy, technical, research and development work NSA does for the UK sheep sector.

Job role

- Work with the NSA Project Manager to deliver projects with an NSA involvement, particularly focussing on written communication of project progress/outcomes and inclusion of project information at NSA events.
- Write content for the NSA Weekly Email Update and manage contributions from colleagues, ensuring suitable cover when taking annual leave. Keep informed of work of the Chief Executive and Management Team to ensure all elements of NSA policy and technical work are represented.
- Write and edit technical articles for Sheep Farmer and contribute to production of the magazine to ensure all deadlines are met. Work with the NSA Project Manager to ensure the magazine represented the full range of NSA activity.
- Deliver NSA services provided to SCOPS, including provision of technical communications and provision of secretarial support. Attend SCOPS Steering Group meetings and regular catch-up meetings between SCOPS service providers.
- Work with the NSA Communication Manager to deliver the NSA Next Generation programme of activities and events, ensuring strong links with other NSA activities and prioritising options that raise the profile of NSA and encourage younger people to become members / involved in the NSA regional network.
- Support colleagues with policy and technical communications where required – including but not limited to generating press releases, organising webinars, communicating technical messages to members, and ensuring membership recruitment messages convey the depth and breadth of NSA policy and technical work.



Chief Executive: Phil Stocker
A company limited by Guarantee. Registered in England. Registration No. 37818.
Registered charity in England and Wales (249255) and in Scotland (SC042853)



National Sheep Association is an organisation which represents the views and interests of sheep producers throughout the UK.
NSA is funded by its membership of sheep farmers and its activities involve it in every aspect of the sheep industry.

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