



National Sheep Association

Job Description for NSA Communications Officer

The NSA is a membership charity supporting and promoting sheep farming in the UK. The role of NSA Communications Officer supports the delivery of valued membership services and the promotion of NSA membership, through the further development and accessibility of information for members. It also supports the delivery of NSA communications work with the agricultural sector, the general public and the press.

Responsible to: NSA Communications Manager

Key relationships with: All NSA staff and NSA regional officer holders, staff, event organisers and ram sale officers.

Objectives: To work via a range of communications routes, including Sheep Farmer magazine, websites, social media, special projects, press engagement and events, to support and develop NSA membership recruitment and retention, and to support and develop NSA's role of providing a voice for the sheep sector. To provide up-to-date, practical and well-presented information to members to ensure they get value for money from their membership, while also communicating to non-members why they should sign up. To seize and create opportunities to communicate sheep farming messages to the agricultural and non-agricultural press and other interested and affected parties.

Tasks to include:-

- Delivering NSA's online presence
- Delivering special projects
- Supporting production of the NSA Weekly Email Update
- Supporting production of Sheep Farmer magazine
- Supporting and development press relationships
- Attending and representing NSA at shows and events
- Supporting members via telephone and email
- Supporting delivery of NSA Next Generation (NSA's initiative supporting young people in the sheep sector)
- Assisting with the recruitment and retention of NSA members
- Providing support for general office administration at the NSA office
- Other duties as agreed



Chief Executive: Phil Stocker
A company Limited by Guarantee, Registered in England, Registration No 37918,
Registered charity in England and Wales (249255) and in Scotland (SC042653).



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.

your business your future



National Sheep Association

Conditions of work:

- Full time role based on 37.5 hours per week
- Normal office hours of 9am - 5.30pm, but with some evening and weekend activities
- Based at The Sheep Centre, Malvern, with a supportive part of the wider team around the UK
- 20 days annual leave plus public holidays
- Company pension scheme
- Salary by negotiation

Key skills/knowledge/qualifications:

- Qualifications required are likely to be degree holder or equivalent in relevant subject
- High level of knowledge relating to information technology, including websites and social media
- Good and proactive communication skills relative to audience; good writing and IT skills
- Good organisation and prioritisation skills
- Committed and strong work ethic with ability to work on own initiative and as a supportive team member
- Experience of and enthusiasm for sheep/the livestock sector and agriculture generally
- Basic understanding of UK farming policy frameworks
- Full driving licence and own vehicle.

Application process: Please send a completed application form (see below), your CV and a covering letter to NSA, The Sheep Centre, Malvern, Worcestershire, WR13 6PH or enquiries@nationalsheep.org.uk by end of play on **Friday 23rd January 2015**. For more information please email us or call 01684 892661. Interviews will be held in the week beginning Monday 2nd February.



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Application Form for NSA Communications Officer

PRIVATE AND CONFIDENTIAL

Please return this form, with your CV and a covering letter, to the National Sheep Association
The Sheep Centre, Malvern, WR13 6PH or enquiries@nationalsheep.org.uk

Full Name			
Title	Mr/Mrs/Miss/Other		
Address			
Email Address			
Telephone number(s)			
NI number			
Do you hold a current driving licence?		How many points do you have on your licence?	
Are there any restrictions on you taking up employment in the UK?			

EDUCATION HISTORY (include schools, colleges and university, and qualifications gained)

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EMPLOYMENT HISTORY

Name and address of employer	Job title	Duties	Salary / rate of pay	Reason for leaving
Notice required in current post (if applicable)				
Other employment				



National Sheep Association

REFERENCES

Please note here the names and addresses of two persons from whom we may obtain both character and work experience references.	
1.	2.

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Disclosure Scotland.	
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DECLARATION (Please read this carefully before signing this application)

<ol style="list-style-type: none">1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated. <p>Signed Date</p>
