



NSA Technical Communications Officer

A new, full-time role within the team of NSA salaried staff

Responsible to: NSA Project Manager

Key relationships with: All NSA staff, as well as NSA regional policy leads / regional officeholders and other NSA officeholders attending external meetings.

Objective: NSA is a membership charity supporting and promoting sheep farming in the UK. This role is to amplify NSA's policy, technical and project work and coordinate the NSA presence at external meetings, by maximising opportunities to communicate NSA work to members, non-members and others where appropriate for membership recruitment/retention purposes, raising the profile of the association and other NSA objectives.

Job role:-

- Work with the NSA Chief Executive, NSA Policy Manager and NSA Project Manager to manage, respond and coordinate meeting and event invitations, keeping diaries up-to-date and making links between meetings, events and work streams.
- Keep abreast of the range of NSA activities and work streams, supporting the NSA Chief Executive to ensure effective use of time and resources across the organisation's policy and technical activities.
- Maximise opportunities for NSA to provide strong comment on relevant policy and technical topics, including writing press releases and press comments where requested.
- Generate meaningful policy and technical updates for the Weekly Email Update and more in-depth articles for Sheep Farmer magazine, meeting weekly and monthly deadlines.
- Working with the NSA Project Manager, deliver the communications element of all projects with NSA involvement and maximise opportunities to highlight NSA's role in sheep sector research and development.
- Support work to keep existing policy position papers and technical papers up-to-date, generate new ones where appropriate and generate appropriate briefings/ content for the NSA website.
- Support work to include relevant policy and technical updates in regular reports to Trustees and regional officeholders.
- Support work to ensure relevant policy, technical, research and development updates are integrated into national and regional NSA events, including regional meetings.



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.

your business your future

Desired skills:-

- Excellent writing skills with versatility to write for different audiences and in different styles (e.g. press releases, short news updates, news analysis articles, briefing documents etc). Experience in an agriculture communications role is preferable but not essential.
- Knowledge of UK agricultural policy, research and development, with a focus on livestock/sheep if possible.
- Self-motivated, highly organised, able to use initiative and aware of the importance of meeting regular deadlines.
- Experience with Microsoft Outlook (emails and calendar), Teams, Word, Powerpoint and Zoom.
- Ability to organise meetings (online and face-to-face) with attendees from various organisations, aided by good attention to detail, decisiveness and being able to prioritise. Where meetings are face-to-face, to also consider efficient but cost-effective travel and accommodation arrangements for NSA attendees.
- Comfortable attending internal online discussions (on Teams or Zoom) and effective at sharing key information with colleagues.

Location: Depending on the candidate, the role is either based at NSA Head Office, Malvern, or home-based with a requirement to be at NSA Head Office on a semi-regular basis.

To submit an application: Joanne Briggs, NSA Operations Director, at joanne@nationalsheep.org.uk by close of play on **Monday 23rd October 2023**. Applications must include a covering letter, CV and the NSA application form. Contact Joanne with any questions on the same email address or by calling 07973 726048. Shortlisted candidates will be invited for interview on Monday 6th November.