



National Sheep Association

Job Description for NSA Communications Officer

NSA is a membership charity supporting and promoting sheep farming in the UK. The role of the NSA Communications Officer supports the delivery of valued membership services and the promotion of NSA membership, as well as supporting the delivery of NSA communications work with the agricultural sector, the general public and the press.

NSA is a membership charity supporting and promoting sheep farming in the UK. This role is to develop, expand and organise up-to-date and best practice information and make it available to members, non-members, others in the agricultural sector, the general public and the press. Such information will facilitate membership recruitment/retention, raising the profile of the association and other organisational objectives.

NSA Communications Team: Responsible to the NSA Communications Manager and working alongside the NSA Communications Support Officer.

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

Individual 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:-

- Deliver all NSA press activity
- Lead production of the NSA Weekly Email Update
- Lead promotion of NSA sheep events, including production of Event Guides, and promotion of NSA regional activity
- Represent NSA at shows and events
- Represent the NSA communications team at internal and external meetings
- Supervise NSA's online presence
- Support delivery of NSA Next Generation activity
- Support production of Sheep Farmer magazine



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

- Deliver special projects
- Support members via telephone, email and line
- Assist with the recruitment and retention of NSA members
- Provide support for general office administration at the NSA office
- Other duties as agreed

Conditions of work:

- Full time role based on 37.5 hours per week (although flexible working would be considered for the right candidate)
- 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 and with regular travelling
- 20 days annual leave plus public holidays
- Company pension scheme
- Salary in the region of £22-26k depending on experience

Key skills/knowledge/qualifications:

- Qualifications required are likely to be degree holder or equivalent in relevant subject
- Good and proactive communication skills relative to audience; good writing and IT skills
- High level of knowledge relating to information technology, including websites and social media
- 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 joanne@nationalsheep.org.uk by end of play on **Monday 12th March 2018**. Interviews will be held on Wednesday 21st March. To discuss the role or ask any questions, please call NSA Communications Manager Joanne Briggs on 07908 604744



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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)				



National Sheep Association

Any other employment (e.g. part-time or voluntary)
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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)

<p>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.</p> <p>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.</p> <p>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> <p>Signed Date</p>
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