



National Sheep Association

Job Description for NSA Communications Support Officer Part-time maternity cover post

Responsible to: NSA Chief Executive, with daily supervision from NSA Communications Officer

Key relationships with: NSA Communications Officer, NSA Technical Support Officer, NSA Membership Recruitment Officer and other NSA HQ staff, as well as NSA regional and ram sales managers/secretaries.

Objective: The NSA is a membership charity supporting and promoting sheep farming in the UK. This role will support the work of our communications team during a period of maternity leave by a permanent staff member. It is based at the Sheep Centre Malvern and focussed on providing information and engagement with members and potential members, and supporting the associations objective of retaining and growing membership.

Specific responsibilities

- Production and distribution of NSA Weekly Email Update.
- Preparation of NSA press releases in partnership with NSA Communications Officer, plus distribution and promotion. Support of NSA relationships with press contacts.
- Preparation and updating of web-based information.
- Social media communication activities (Twitter and Facebook).
- Promotion of NSA events through social media and email campaigns.
- Support of special projects, including NSA's sheep worrying by dogs campaign
- Support of NSA members and NSA Next Generation project via telephone, email and website enquiries.
- Potential representation of NSA at key seasonal shows and events.

General role

- To assist with the recruitment and retention of NSA members.
- To provide support for general office administration at the NSA offices.
- Other duties as agreed.



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



National Sheep Association

Conditions of work

- Part-time role based on 0.6 of a full time equivalent (22.5 hours per week). NSA office hours are 9am-5.30pm with an hour lunch break, so the role would be three days a week (to include a Friday) or an alternative to be agreed with NSA (which would also need to include a Friday).
- Occasional travel to shows or NSA events with associated longer days.
- Based at The Sheep Centre Malvern and a supportive part of a wider team.
- 20 days annual leave pro-rata (12 days per annum), plus public holidays.
- Salary in region of £17,000 pro-rata (£10.2k).

Key skills/knowledge/qualifications:

- Qualifications required are likely to be degree holder or higher level education.
- Enthusiasm for/interest in sheep farming and agriculture generally.
- Excellent writing and grammar skills.
- Good level of ability relating to information technology, websites and social media. Preferable but not essential to have experience with website CMS, web-based mailing platforms, social media scheduling tools and website video editing tools.
- Good communication skills relative to audience.
- Good organisation and prioritisation skills.
- Strong work ethic with ability to work on own initiative and as a supportive team member.

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 julie@nationalsheep.org.uk by end of play on **Wednesday 22nd February 2017**. For more information please email us or call 01684 892661. Interviews will be held on Tuesday 28th February with the intention of having someone in post before Monday 3rd April. A nine-month contract will be offered initially, with the potential for extension depending on circumstances.



National Sheep Association

**Application Form for NSA Communications Support Officer
Part-time maternity cover post 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 julie@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?	<input type="checkbox"/>	How many points do you have on your licence?	<input type="text"/>
Are there any restrictions on you taking up employment in the UK?	<input type="text"/>		

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>
