



Communications and Policy Officer

Salary range: £25,000 - £30,000 commensurate with experience, plus pension scheme, 25 days annual leave exc bank holidays

Location: In our London office or remotely anywhere in the UK

Duration: This is a full-time, permanent post with a six-month probation period.

The Women's Equality Party is seeking a talented communications professional with some experience in research, policy development or public affairs. We want to get everyone talking and thinking about women's equality and we need someone with the creativity and drive to make that happen. Whether you are an all-round communications superstar, or an expert in either press, public affairs or political messaging - we want you to help us.

As well as delivering an impactful communications strategy, you will be helping us develop innovative policies and shape messages that reach people and tell a compelling story. Ideally, you will have made a solid start in a communications role and have thorough knowledge of the media and a strong track record of implementing a media strategy. You'll be able to demonstrate a good understanding of the political landscape and how to influence it. You will have an avid interest in current affairs, an unwavering commitment to women's equality and intersectionality and the ability to produce accurate and persuasive copy under pressure.

We are holding an Open Evening via zoom at 7pm on 22nd September for anyone who might be interested in the different roles we are currently advertising. This is an opportunity for you to find out about us and ask questions about the role - we will not be assessing you and you can remain anonymous. For more details (inc post-event video) please see our website <https://www.womensequality.org.uk/jobs>

To apply for this role, please submit to us:

- **a statement of interest addressing the requirements of the person specification,**
- **an up-to-date CV,**
- **an equal opportunities monitoring form (optional)**

Please email applications to recruitment@womensequality.org.uk by no later than 18th October 2020 .

Please note that applications will not be considered unless a Statement of Interest addressing the person specification is submitted.

The Women's Equality Party values equality and diversity, and welcomes applications from candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and



maternity status. In relation to this post we particularly welcome applications from Black, Asian and Minority Ethnic candidates and from candidates with disabilities as these communities are under-represented within the organisation at this level.



Women's Equality Party

Job Description

The role

- Responsible for the day-to-day presentation of the party's values, policies and campaigns in the media
- Crafting messages and creating opportunities and capacity to deliver them
- Building and maintaining strong media, stakeholder and influencer networks
- Making sure the party is switched on to the news cycle and policy/political developments and is ready to seize opportunities
- Supporting engagement with and development of our policies
- Connecting brand and messaging to members and voters to achieve change

Key Areas of Responsibility

1. Media

- Work with the Chief of Staff to set and implement media strategy based on the current political climate, recalibrating and adapting as opportunities and threats arise
- Build new contacts and strengthen relationships with journalists and media outlets to increase the party's coverage and reach. Manage all press engagements
- Prepare a daily news digest, write social media posts, monitor press and develop key analysis to support messaging
- Brief media representatives on our key messages, and provide feedback on performance to support their development.
- Create opportunities to communicate party policies, including drafting press releases, quotes, articles and other copy as required
- Be part of evening and weekend press cover

2. Messaging

- Develop a messaging calendar and key messages in accordance with the party's longer term strategy
- With the Head of Campaigns support the development of communications strategies for elections and national influencing campaigns
- Train and brief party spokespeople and candidates on key messages
- Manage press and media bids for Women's Equality Party speakers and maximise attendance at external events
- Anticipate stories and ensure sufficient research is done for the party to deliver robust rebuttals and messaging frameworks



- Write, proof and edit copy for member and voter communications
- Ensure the Party's reach is broadened and communications are relevant and accessible to a range of diverse communities

3. Policy

- Support the Chief of Staff to prepare political and policy advice to the Leader and campaigns staff
- Support Policy Committee members to develop innovative policies by providing research support
- Maximise the involvement of party members in the policy process, through events, member communications and Party Conference
- Ensure the coherence and consistency of party policy by signing off on external and internal communications

Person Specification

1. Excellent political knowledge and judgement
2. At least two years' experience in a press or communications role, or as a journalist
3. Experience delivering a media strategy
4. Experience of writing press releases, articles, blogs and briefs
5. Experience in creating and breaking stories and spotting opportunities to make a splash in a fast-moving media environment
6. Experience providing intelligent strategic counsel and leading and mentoring colleagues
7. Experience researching, developing or advocating for policy
8. Outstanding people skills; ability to connect quickly and effectively with people inside and outside the Party to achieve maximum results and win over support
9. Self-motivating; able to prioritise workload and manage multiple projects to meet deadlines; capacity to recalibrate at short notice
10. Commitment to equal opportunities and the aims and values of the Women's Equality Party
11. Willingness to undertake training and to develop new skills in response to the organisation's changing needs
12. Team worker, able to delegate and take control, as well as listen to and value others' contributions.



Employment Details

Job title: Communications and Policy Officer

Salary range: £25,000 - £30,000 commensurate with experience, plus pension scheme, 25 days annual leave exc bank holidays

Hours: Full time - 37.5 hours per week

Location: In our London office or remotely anywhere in the UK

Duration: This is a full-time, permanent post with a six-month probation period.

Responsible to: Chief of Staff