

Job Description

Job Title: Communications Officer

Location: London

Date Prepared: August 2010

Deadline: Friday 20 August

The ProLife Alliance is at an exciting moment in its history. Established in 1996, the organisation has achieved a lot in the last 13 years and we continue to make a significant mark on the political and policy landscape, changing the minds of the public and key opinion-formers. We are now expanding our team and are looking to appoint a communications officer.

You must be highly self-motivated, well organised, prepared to accept accountability, and proactive in identifying new opportunities to help advance the pro-life cause. Although you will be given support and guidance, there is limited supervision in this role so it is important that you are prepared to set your own workload and help the organisation to progress.

The role will always involve administrative tasks and support for our fundraising activities such as corresponding with our members, but you will be given significant responsibility and the role may be adapted to suit you depending on your specific skills and experience.

Due to the variety of the responsibilities and tasks you will be responsible for on a day-to-day basis, you will be expected to demonstrate a willingness to take on tasks that might be outside of your comfort zone.

PURPOSE

A key member of our team you will be responsible for campaign execution, helping to ensure that the ProLife Alliance remains at the forefront of public and wider political debate on life issues. You will help to manage our relationships with our membership, opinion-formers, media, and other pro-life groups.

KEY ROLES

There are a number of essential roles you will be required to perform including:

- Administrative tasks including management of members
- Corresponding with our members and external organisations
- Drafting campaign materials and compiling research
- Monitoring political and media activity on life issues
- Representing the ProLife Alliance at events and external meetings
- Inputting into campaign strategy, contributing new ideas and spotting new opportunities
- Planning and organising small-scale events such as meetings

- Proactively spotting opportunities for the organisation to engage with both politically and areas where the organisation can grow and improve.

Depending on your experience and skills, you may be given opportunities for media interviews.

PERSON SPECIFICATION

Attribute	Essential Criteria	Desirable Criteria	Demonstrated by
Skills	Excellent written and oral communications skills		Application/Interview
	Excellent computer skills, including spreadsheets, email, and word processors		Application
	Highly organised		Application
	Ability to prioritise and manage competing tasks		Application/interview
	Highly self-motivated and able to act on own initiative		Application/Interview
	Ability to take responsibility		Application/Interview
	Critical faculty and opportunity spotting		Interview
	Well developed interpersonal skills, and diplomacy		Application/Interview
Knowledge	Educated to degree level or equivalent		Application
	Have worked in an environment which required understanding of the political landscape and public relations techniques		Application/Interview
	Have a good awareness of, and passion for, current and recent pro-life issues in the media	Have an in-depth knowledge of, and passion for, relevant pro-life issues	Application/Interview
Experience		Political or campaigning experience, or experience of working for a membership organisation	Application/Interview
	Experience of working under pressure		Application/Interview
	Office experience	Experience of project management	Application/Interview

SALARY

c. 21-25k commensurate with experience and skills

TO APPLY

Please send through your CV with a covering letter to applications@prolife.org.uk by Friday 20 August (although we may close the deadline earlier if suitable candidates are found).