

COMMUNICATIONS + POLICY OFFICER

Job Description

About UNA-UK

The United Nations Association – UK (UNA-UK) is the only charity in the UK devoted to building support for an effective UN.

Set up in 1945 to provide a bridge between the world body and people in this country, we remain the 'go-to' organisation for all things UN in the UK. We are also increasingly recognised as a leader and campaigner on UN issues internationally.

Our Vision

(What kind of world are we working towards?)

A global community connected in its pursuit of equality, sustainability, and peace.

Our Mission

(What specifically will UNA-UK do to create that world?)

To build movements for systemic transformation at the UN; and to advocate for UK action for global cooperation.

Our Values

(What are the principles we adhere to as we do our work?)

- **Boldness.** Creative, constructive, disruptive. We do what it takes to speak truth to power.
- **Accountability.** Decisions that affect us all should not be taken behind closed doors. We practice self-reflection, expect transparency, and challenge inequality.
- **Intersectionality.** We recognise the interconnected nature of oppression and challenge the structures that drive injustice.
- **Solidarity.** We find power in community around the world and amplify the work of grassroots changemakers.

About the post

This is a fixed full-time post (35 hours per week, excluding lunch hours) with one mandatory and one flexible day per week at the UNA-UK offices in central London or at UNA related events. The remaining hours can be remote as agreed with the line manager

Changes to working pattern and/or place of work to be agreed in advance with the line manager.

Pay band – E1

Reporting

The post-holder will report to the Head of Policy (line manager). When the line manager is not available the post-holder should report to the Chief Operations Officer.

Relationships

- To report to Head of Policy (HOP)
- To work closely with Head of Campaigns (HOC), Head of Outreach (HOO) and Policy and Outreach Officer
- To work with the Chief Operations Officer for regular reporting to the Board and/or Committees on organisational activities, outputs and outcomes
- To support reporting to funders and/or other stakeholders in line with the Charity's activities

Objectives and responsibilities

Strategic communications

- Support strategic development and implementation of UNA-UK's communications – monitor campaigns and policy work and develop appropriate communications outputs, working closely with the HOP & HOC

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- Lead drafting of general news pieces, newsletters, updates, and general communications
- Lead development and distribution of publication comms plans, including launches and related events
- Manage development and maintenance of the UNA-UK website, ensure it is kept up to date and liaise with external developers
- Manage social media channels such as LinkedIn, Instagram, X etc.
- Map out key moments for UNA-UK's comms calendar, working with UNA-UK team to ensure consistent comms that reflect our work, aims, and values.
- Develop communications plans and templates for key recurring events and work
- Carry out comms analytical reporting from social media platforms and other sources such as the Charity's website, databases (salesforce) etc.
- Support coordination and communications related to UN APPGs and events
- Support senior leadership by representing UNA-UK at public events when appropriate.
- Support UNA's internal communications, reporting and strategic planning.
- Support proof reading across organisation
- Assist Head of Policy in producing UNA-UK publications by acting as a sub-editor where appropriate, support commissioning and relationship managing with contributors.

Support UNA-UK's Policy Work

- Support the Head of policy with developing and implementing the annual policy strategy, supporting the delivery of existing policy priorities, monitoring and generating ideas for further policy opportunities.
- Support the development of UNA-UK's network of policy advisors and influencers, and to help build and maintain effective new relationships.
- Support the development of UNA-UK's policy programmes and project, including by undertaking research, consulting relevant UNA-UK constituencies, and supporting coordination related to UN APPG and select committees where necessary.
- Support Head of Policy with development of key messaging, and in responding to media requests as and when necessary. Distilling our response for outputs, including our comms.

Other:

- Support the organisation with coordination and management of future grant and fundraising applications.

Person specification

The Communications and Policy Officer should have the following characteristics:

Essential

- Good knowledge of web technologies, content management systems and digital communication platforms and awareness of web trends
- Excellent written and verbal communication skills
- Excellent interpersonal skills and ability to build positive working relationships
- Excellent IT skills, including web, CMS, online development and Microsoft Office
- Excellent editing and proofing skills
- Experience writing statements, press releases or public facing documents
- Highly motivated and goal-orientated
- Enthusiastic, outgoing and resilient
- Ability to prioritise, multi-task and work under pressure
- Ability to work successfully both within a team and on one's own initiative
- Willingness to work occasional evenings and weekends with time off in lieu

Desirable

- Understanding of the UN and UNA-UK's work
- Understanding of membership organisations

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- Demonstratable research skills
- Experience of day-to-day website management
- Digital campaign planning experience
- Experience in media, communications or journalism
- Experience of working in a campaigning environment
- Experience of using relational databases
- Experience with Drupal