

Communications officer (part time)

It is an exciting time for the Co-operative Party as we seek to grow and develop. We are creating a new part time Communications Officer role in our team, reporting to the National Membership Manager and working with the wider Co-operative Party team. This postholder will play an important role in the Party's communications with existing members and Party structures as well as assisting in the delivery of communicating the Party's work to potential new members and supporters.

Based: flexible, either the Co-operative Party offices in London or home working.

Salary: £28-£31k per annum outside London (plus London weighting of £3,000 where relevant) pro rata, depending on experience (2.5/3 days a week), plus generous annual leave, pension contribution, life assurance and pay progression.

How to apply: please send your CV and covering letter to jobs@party.coop

Closes: midnight Wednesday 4th September. Interviews likely to be held week commencing 16th September.

Purpose of role

- Engage and enthuse Co-operative Party members, supporters, potential supporters and stakeholders by delivering high quality online communications.
- To assist in the design and delivery of a range of Party internal and external communications products and promotional materials.
- To ensure that Co-operative Party membership communications are high quality and integrated into the wider Co-operative Party aims and objectives.

Key accountabilities

- Be a key communicator for the Party and the work of the Party.
- Contribute to the party's digital and online strategy, utilising innovative methods of digital engagement.

- Project management of specific digital projects and campaigns as required.
- Promote and share digital and communications skills within the organisation.
- Support the range of membership experiences, offers and journey that convince supporters to become co-operative activists/party members.
- Maintain and continuously innovate/update the membership offer and member/support journeys.
- Manage and support the use of innovative approaches to reach new members, supporters and volunteers, paying special attention to the potential of digital media and targeted campaigns to engage and attract new volunteers and activists.

Performance measures

- A growing number of our members and supporters are interacting with the Party online.
- The Party's membership, supporter base and social media reach area growing.
- The Party's website is an effective and accessible 'shop front' to the work of the organisation.
- Meeting targets for donations from online and email fundraising campaigns.
- Positive feedback from members and other stakeholders.

Key relationships

- The National Membership manager and staff.
- Counterparts in other organisations within the labour and co-operative movements.
- Members and party officers.

Key experience, knowledge and skills

- Excellent written and verbal communication skills including an ability to write compelling copy for a range of audiences and channels.



- Experience of designing and implementing digital communication strategies within a campaigning or political environment.
- Experience of using contact management and mailing systems such as Mailchimp.
- Proven design skills, with experience of producing high quality digital and printed materials using software such as InDesign and Adobe Illustrator.
- A commitment to co-operative values and the work of the Co-operative Party.

Desirable experience, knowledge and skills

- Experience of creating, organising and maintaining content of websites using a CMS such as Wordpress.

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