

NEON

Assistant Press Officer, Comms Hub

Location: London

Salary: £24,051 - £27,923 pro rata (depending on experience)

Hours: 4 or 5 days per week

Application deadline: 11.59pm, Wednesday 25 April - details below

First interviews: Wednesday 2 May

Second interviews: Wednesday 9 May

Benefits: 7.5% employer matched pension after probation, flexible working and 25 days holiday per year (not including bank holidays)

Reporting to: Senior Press Officer, Spokesperson Network Lead

About the role:

We are looking for an Assistant Press Officer to join our Communications Team. You will split your role between our flagship [Spokesperson Network](#) and our new Communications Hub as part of a large expansion of our narrative work.

The Spokesperson Network is a project to train up and substantially boost the number of progressive, diverse voices in the mainstream media – to date we’ve booked over 800 high-profile broadcast media appearances on outlets like Sky News, Channel 4 News and the Today program amongst others.

You’ll play a central role on the Spokesperson Network, being in day-to-day contact with our 60+ spokespeople, helping to keep them on top of the day’s news and working under the direction of our Senior Press Officers to identify media opportunities.

This first half of the role will be to maintain the systems that underpin the Spokesperson Network, including monitoring impact, logging appearances and cutting footage and key quotes to give media spots additional mileage on social media. You will also manage many of the practical aspects of the network from identifying and recruiting new members, to organising the practicalities of the training sessions we run for NEON members and the wider progressive community.

The second half of your role will be to organise and support the work of our new Communications Hub. The Hub will build a bank of original messaging guides on key topics, organise “huddles” around key breaking stories and host longer term narrative strategy sessions. You will be responsible for setting up many of these sessions, ensuring they are clearly documented, working with members to implement resulting actions quickly and effectively.

You’ll get to work with top level media and communications staff, both within our team but also across the networks we work in. This job is a chance to develop press and communications skills in a supportive environment while engaging with cutting-edge thinking in political organising and movement building.

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Key Responsibilities:

- Monitor the news agenda, creating day, week and month ahead briefings for the Spokesperson Network and its various issues
- Log media appearances within the Spokesperson Network, including clipping media and creating shareable content (we can train you in the software)
- Encourage members of the comms hub and spokesperson network to respond to our Press Officers with “top-lines”, ideas for pitches and to attend events both nationally and regionally
- Identify and pitch for media opportunities for members of the Spokesperson Network in liaison with the Senior Press Officers
- Lead on event planning for our media trainings including liaising with contractors, participants and event logistics
- Generate regular updates of media appearances for funders and the NEON network
- Administer the recruitment process of the twice-yearly Spokesperson Network trainings
- Coordinate Communications Hub events including securing attendance at “huddles” on breaking news stories and our various narrative strategy events
- Assist with management of the Spokesperson Network – communicating with members, planning monthly trainings and dealing with enquiries
- Work as part of the broader NEON team – we’re a small team and support each other and all contribute to the development of the organisation
- Maintaining our online network discussion forums on key framing and communications topics

About you:

You’re someone who is excited by and interested in shifting the media debate. You’ll have had some exposure to how effective communications work can help fuel social change or movement building and are keen to build on and develop those experiences. You are a motivated and effective worker who gets on well with people. You stay on top of administrative responsibilities and are responsive to varied needs of varied participants and programmes. This is an exciting chance to shift the debate on key issues - from housing to migration and the economy. The news doesn’t rest so occasionally you’ll be willing to put in the unusual hours when big opportunities come up.

This position suits:

- Self-starters with a passion for changing the way the media reports on politics and economics
- Organised and effective persuaders, able to work with a wide range of stakeholders
- A person with some experience in either journalism, communications or media relations, in a formal or informal setting who is keen to learn more.

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Key Skills and Experience

Essential

- Some experience in journalism, communications, media relations or a role that incorporates these skills; this experience could be in a voluntary or professional context
- Knowledge or willingness to learn about the political and economic landscape
- Proactive and well organised, with the ability to meet tight deadlines and manage multiple priorities
- Good writing and editing skills, including an eye for detail
- Excellent interpersonal skills
- Project management experience
- Good IT skills, notably Microsoft Office

Preferred/Optional

- Knowledge of the economic and social justice campaigning community
- Demonstrable experience in campaigns for social, economic or environmental justice
- Experience of clipping media content or creating social media content

About us:

The New Economy Organisers Network (NEON) is a network of over 1,600 activists working to replace neoliberalism with an economy and politics based on social and environmental justice. Our members come from over 900 trade unions, grassroots groups, non-governmental organisations (NGOs), faith-based campaigns, political parties and movements.

We run trainings, share skills and coordinate together on campaigns helping people to lead movements like [Just Treatment](#) (organising patients to fight for the NHS) through to working with our members to get nearly [800 media bookings](#) across the UK's biggest TV/radio outlets. We're ambitious and the team is agile, fast paced and committed to actually changing things. After a successful year, we're growing the team to meet the needs of our members and our three year organisational strategy.

To build the power of movements for social and economic justice we organise our work around three goals:

- **Connect** we want to bring together people who aren't usually in the same room, working across many different issues and from many different struggles because together there is strength. In particular, we want to build the power of campaigners and organisers from groups most often affected by injustice to help change the leadership of our movements
- **Focus** is about how we support our members' work to transform our social and economic systems through prioritising key battles. Our aim is to help members work together to win bigger change on key battleground issues, such as health and precarious work
- **Build** means supporting the development of key institutions that underpin the wider progressive movement. The range and diversity of groups needed is

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wide - from campaign groups to policy or training institutes. We help our members develop excellent institutions and structures that support many others.

To build a culture and community that lasts, we organise around three values:

- **Solidarity** - we're here to change the system and that requires working together across issues and sectors that aren't normally in the same room. This means placing anti-oppression at the heart of our work and building the power of people most often affected by injustice to change the leadership of our movements
- **Generosity** is about sharing our time, resources and learning with one another as we support each other's work. It means being open and honest with one another, especially when we hit problems, and thinking creatively about how we positively build from there
- **Respect** is the bottom line for all relationships in NEON. It means being respectful of different backgrounds and life experiences and giving space for all voices to be heard. This often means listening more than we talk and being open to changing ourselves as a result of what we hear.

How to apply:

Our application process is quite straightforward. Just fill out the application form: <https://bit.ly/2uOm7lw> and submit it to jobs@neweconomyorganisers.org by the deadline.

Application deadline: 11.59pm, Wednesday 25 April

Interviews: Main interviews Wednesday 2 May, with second interviews on Wednesday 9 May

If you have any questions about the role or are worried about applying please email kevin@neweconomyorganisers.org.

We are committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in progressive movements and we're committed to doing what we can to correct this. We are particularly keen to receive applications from Black, Asian and minority ethnic people; people with disabilities; people who identify as being LGTBQIA; people who have a mental health condition; and people who identify as working class or have done so in the past.