

Press and Communications Manager

This is an outline job description, intended to give the post holder an appreciation of the role and the range of duties to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.

Job Purpose

To assist with the implementation of an external affairs strategy agreed by the Board of the European Animal Research Association, and as directed by the Executive Director. To work with the European print, digital and broadcast media. To manage the Science Action Network to mobilise support online from scientists and supporters of animal research and manage the content of the EARA website.

1. Candidate's experiences

- 1.1. Experience of working in communications for three years as a minimum. Experience of media relations across Europe would be an advantage.
- 1.2. Proven experience of science and or animal research communications/advocacy
- 1.3. Excellent writing skills. You must be able to communicate complex information in a lively, accurate and readable manner in a variety of formats, including press releases, magazines, newsletters, websites and letters, and targeted at a range of audiences
- 1.4. Proven keen interest in the news media and press relations.

2. Candidate's duties

- 2.1. Implementing EARA's external affairs strategy
- 2.2. Manage the Science Action Network and manage contributions to our website
- 2.3. To generate ideas and opportunities to pro-actively highlight EARA's work, ethos and areas of concern in both the International and European media.
- 2.3. To draft press releases and media briefings
- 1.4. To respond to media enquiries, sourcing relevant information and voices for comment, briefing colleagues as appropriate
- 1.5. To organise media contacts, to ensure all requests are recorded, to monitor and save cuttings, and to undertake other press and policy admin as requested.
- 1.6. To undertake research as directed by the Executive Director

2. General

- 2.1. Have a strong commitment to promoting the benefits of carefully conducted scientific research using animals;
- 2.2. To maintain the professional image of EARA at all times when engaged in EARA business
- 2.2. To treat all information as confidential and adhere to the obligations of the Data Protection Act
- 2.3. Comply with the policies of the organisation including health & safety
- 2.6. To demonstrate personal commitment and contribution to effective teamwork across the full range of EARA activities including the maintenance of effective liaison with internal and external key people and organisations

2.7. To be committed to equality of opportunity and valuing diversity and ensure this is integrated into all activity

2.8. To actively and continuously review all work related activities and suggest areas for improvement

2.9. To undertake any other tasks which are commensurate with the level and responsibilities of the post

3. Person Specification.

3.1. Educated to degree level, relevant post-graduate qualification an advantage.

3.2. Experience/interest in animal research or its advocacy.

3.3. Competency in a foreign language (German and Italian would be an advantage)

3.5. Strong Internet and social media skills

3.6. Excellent interpersonal and communication skills, both written and verbal

3.7. Analytical and numeracy skills

3.8. Ability to work under pressure

3.9. Accuracy and attention to detail

3.10. Able to maintain strict confidentiality

3.11. Clear speaking voice, smart appearance

The position will involve a significant amount of telephone/web meeting and face-to-face meetings within the European Union.