

Communications Officer

Dear Applicant,

Thank you for your interest in the position of part time Communications Officer at the Institute of Employment Rights.

With the ongoing legislative activity in employment law, this is an exciting time to be joining the IER team! This is a great opportunity to contribute your skills to an established and well-respected think tank. Originating in the labour movement, IER works with a broad network of experts including academics, lawyers and trade unionists to produce high quality, authoritative publications and events. The Communications Officer will play a key role in maintaining the IER's information output via our website, press, and social media channels.

We are looking for an individual with experience of communications, who is able to work well under pressure, prioritise a busy workload, deliver to tight deadlines and is prepared to travel to support IER at appropriate events. On the job training, mentoring and ongoing support will be provided by the team.

This post can be based in our Liverpool office, where you will work as part of a small, committed team, reporting to the IER Director. Office hours are 9:00am – 5:00pm. We are happy to discuss alternative working patterns and locations for the right candidate. The job may lead to the offer of fulltime hours in the future.

IER promotes equal opportunities and welcomes applications from qualified persons regardless of their sex, race, disability, sexual orientation, gender identity, age, religion or belief.

Please complete the application and equal opportunities monitoring forms and return both by email to james@ier.org.uk by **12 noon on Friday 14th of March 2025**.

Shortlisting will be done by the 17th of March and interviews will be held on **Wednesday 26th and Thursday 27th of March 2025**.

Yours sincerely,

James Harrison
Director

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What is the Institute?

The Institute of Employment Rights is a think tank for the labour movement. We exist to inform the debate around trade union rights and labour law by providing information, critical analysis, and policy ideas through our network of academics, researchers and lawyers.

We were established in February 1989 as an independent organisation to act as a focal point for the spread of new ideas in the field of labour law. In 1994 the Institute became a registered charity. Most TUC affiliated unions are part of the IER network.

What do we do?

Employment law conferences and fringe events: Our [employment law conferences and trade union fringe events](#) aim to update the labour movement on changes to legislation that affect employment and trade union rights, as well as provide critical analysis on current and future policy. Our speakers include politicians, trade unionists and top academics and lawyers. The Communications Officer would help administer these on Zoom. We have received consistently positive feedback from our delegates, who are typically trade unionists, lawyers, academics and people with an interest in employment rights. Over the last 18 months our events have all been zoom based.

Employment law publications and journals: IER normally publishes six [employment law publications and journals](#) a year. This aspect of IER's work is overseen by a Research Panel which reflects the three constituent parts of our network. The Communications Officer may be asked to help copy edit some publications.

Briefings, consultation responses and our weekly newsletter: The Institute produces [regular briefings and consultation responses](#) on all aspects of employment rights. Such responses are drafted by members of our network of experts. We distribute a weekly newsletter on employment rights, which helps to keep the trade union movement up to date.

Commissioned work and projects: Projects currently underway include one on the redistribution of working time and one on a new framework of health and safety regulation. The Communications Officer may assist in delivering the communications strategy for each project under the supervision of the Director.

Guidance on applying for a job with IER

We have put together what we hope is helpful advice on completing the relevant sections of the application form.

General Advice and Guidelines

You may find it useful to prepare a rough draft before completion of the form. This will help you to avoid mistakes or repetitions. It will also assist you in making the form well organised and relevant.

(5) (6) Telephone Number & Email Address: Please ensure that you indicate if you do not want us to contact you at work.

(7) Two Referees: Please include your present or most recent employer and another previous employer as your referees. If you have not been employed, you may wish to give the name of a person who knows you well enough to confirm the information you have given, and to comment on your ability to do the job. Please note that any offer of employment is subject to receipt of references acceptable to us.

(11) Education/Qualifications/Training: Evidence of any relevant qualifications claimed will be requested if an offer of a job is made.

(12) Work Experience/Employment History: In detailing the nature of your duties, please only give brief details. It is sufficient to explain the main features of each job that you have had. Please check that any dates are correct and in the right order. If you have any gaps, please tell us what you were doing during that time.

(13) Experience Relevant to Post: This is the section where you will make your main case for the job. Read the Job Description thoroughly and ask yourself why you are interested in the job. Can you support your decision with supporting evidence? Concentrate on the Person Specification and think of evidence that shows you have the necessary skills, knowledge or experience to do the job. Ensure that you include all relevant experience as this will assist in the shortlisting process. You should aim to present your experiences in a concise and positive way.

Finally

Return your completed form to James@ier.org.uk under the subject heading Communications Officer by **12 noon on Friday 14th of March 2025**. If you have any queries regarding this position that you would like to discuss call James Harrison on 077259 19601 or email James@ier.org.uk.

Job Description:

- **Role:** Communications Officer – (initially part time, with potential to increase to full time hours in the future)
- **Hours:** 21 hours a week, over 3 days per week
- **Holidays:** 18 days plus public holidays (with additional 5 days after 5 years service)
- **Salary:** £15,000 (£25,000 full time equivalent @ 35 hours per week)
- **Pension:** 9% employer contribution
- **Location:** Liverpool office
- **Hybrid working and working from home** - requests will be considered for the right candidate
- **Responsible to:** IER Director.

Main Responsibilities:

- Work with the team, under the supervision of the Director, to develop and implement the organisations communications strategy.
- Act as press liaison for the IER, working with the Director and IER experts to turn around expert opinion to various media quickly and accurately.
- Monitor social media hooks for relevant opportunities to promote our podcast, expert opinion, publications and events.
- Ensure IER's work is promoted to a broad range of audiences through advertorials, blogs, articles, newsletters, local/national news, and social media.
- Keep IER's web content up to date, and build new functionality where required.
- Work with the team to help produce and distribute the weekly newsletter.
- Write and copy-edit articles, blogs, press releases, briefings and publications with a high level of accuracy.
- Record and edit audio/video content for IER events, meetings and rallies.
- Maintain the IER press list.
- Be the main point of contact for journalists, and direct press queries to the most appropriate expert in consultation with the Director.
- Write and distribute social media content to Instagram, LinkedIn, Facebook, X, Threads, Bluesky, and YouTube.
- Assist the Director with projects and public policy work.
- Represent IER at some events, meetings and conferences.
- Work with other IER staff (currently the Director) to ensure the smooth and efficient running of the office.

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- Participate in team meetings and other meetings as required.
- Help to raise ideas for fundraising and promotions
- Report website traffic, social media analytics and press mentions to the Director and to the IER Executive Committee.

Person Specification

Criteria for the role are essential and will be assessed in the application and at interview.

Experience

- Experience of writing and proofreading to produce high quality materials, with a keen eye for detail and a high level of accuracy.
- Experience with Facebook, Instagram, Threads, LinkedIn, X, Bluesky, and YouTube, including their analytics.
- Experience of recording audio and video, and the editing process.
- Working in a busy office environment, managing own diary, working to deadlines collectively and independently and maintaining effective working relationships.
- Use of a broad range of Microsoft Office products including Outlook, Word, Excel and PowerPoint.
- Use of Wordpress or similar website management platform.
- Be able to use web conferencing software for regular meetings.

Skills and Abilities

- Excellent written and verbal communication skills.
- Competent with design of images, photos, graphs, text, and layout.
- Be able to input in to, and carry out communications strategies.
- Be able to draft short analyses and comment pieces for a range of audiences and formats.
- Ability to plan own workloads, manage own diary and priorities, and work towards tight deadlines.
- Have a confident, polite and professional telephone manner.
- A demonstrable commitment to equality, diversity and inclusion and to the aims and values of IER.
- Willingness and ability to undertake some travel across the country to attend conferences, evening and weekend meetings and events, with some overnight stays.
- Willingness and ability to work flexibly and outside normal office hours where necessary, especially during busy periods in the run-up to key events (Time off in lieu can be granted if working above weekly contracted hours).

Desirable

- Experience of dealing with press.
- Experience of design web software like Canva.
- Use of online email design in Mailchimp.
- Knowledge of, and commitment to the trade union movement.

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- Knowledge or proven interest in employment relations issues.
- Broad interest and knowledge of UK politics and current public policy debates.
- Knowledge of hosting meetings and webinars on Zoom.



APPLICATION FORM
PRIVATE AND CONFIDENTIAL

POSITION APPLIED FOR: Communications Officer (part time)

LOCATION: Liverpool office.

PLEASE STATE WHERE YOU SAW THE ADVERTISEMENT OR HEARD OF THE VACANCY:

PERSONAL DETAILS

1. SURNAME

2. FORENAMES

3. CONTACT DETAILS – ADDRESS

4. TELEPHONE NUMBERS

(HOME) (WORK).....

(MOBILE)

[Type here]

Please indicate the number you would prefer to be contacted on.

5. EMAIL ADDRESS

6. TWO REFEREES

Please provide the name, address, contact number and email address of two referees. If you have been in employment, please include your present or most recent employer. Please state if you require notice before a reference is requested.

1.

2.

7. ELIGIBILITY TO WORK IN THE UK

If successful in your application, you will be asked to produce a document which confirms your eligibility to work in the UK. Can you produce an original document which shows:

- Your National Insurance Number (not a temporary number)
- Passport
- National Identity Card from a state in the European Economic Area Agreement
- Or any other document (eg a stamped passport) which states your eligibility to work in the UK

YES/NO (Please delete as appropriate)

8. DATA PROTECTION

Information given in this application will be controlled under Data Protection legislation and will be used for the purposes of recruitment within the organisation. Should your application be successful, the information will then be used for your staff record and for payroll purposes. May we have your permission to process the information both manually and automatically for these purposes?

YES/NO (Please delete as appropriate)

[Type here]

9. DECLARATION

I confirm that the information given in this form and in other documents provided with my application is correct and any misleading or falsification of information may be proper cause for rejection or, if employed, cause for dismissal.

SIGNED..... **DATED**.....

For internal use:

Candidate Number:

10. EDUCATION/TRAINING/QUALIFICATIONS

Please give full particulars of education/training/qualifications.

<u>Name of Institution</u>	<u>Attendance Dates</u>	<u>Qualification Obtained</u>

11. WORK EXPERIENCE/EMPLOYMENT HISTORY

Starting with current/most recent please give full details of employment history, paid or unpaid, stating name and address of each employer/organisation, dates, position held, nature of duties and reason for leaving. Please include any voluntary or community work.

Please account for all gaps in employment history.

<u>Name and Address of Employer/ Organisation</u>	<u>Dates</u>	<u>Position Held</u>	<u>Nature of Duties</u>	<u>Reason for Leaving</u>

[Type here]

[Type here]

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12. EXPERIENCE RELEVANT TO POST

With close reference to the Job Description, please use the Person Specification to give an account of experience, skills and training you have which meet the requirements of the post.

13. ADDITIONAL COMMENTS IN SUPPORT OF APPLICATION

You may use this section for any general statement, comment or example of your work that you think is relevant to your application for this post.

Please return completed form by email to james@ier.org.uk by **12 noon on Friday 14th of March 2025** with the subject heading Communications Officer.

[Type here]

Equal Opportunities Monitoring Form

CONFIDENTIAL

IER promotes equal opportunities and we welcome applications from all suitably qualified persons regardless of their gender, race, disability, sexual orientation, gender identity, age, religion or belief.

In order to monitor the effectiveness of our equal opportunities procedures, all applicants are asked to complete the following questions, although you are under no obligation to do so. **This form will be removed before your application is sent for short listing.** All information will be treated in confidence and used only to provide statistics for monitoring purposes. Thank you for your assistance.

Post title:	Communications Officer (Part time)	
Location:	Liverpool office	
Full name:		
1. Gender:		
MALE / FEMALE / OTHER / PREFER NOT TO SAY		
2. Marital status:		
MARRIED / SINGLE / OTHER		
3. Do you have responsibility for dependants? (Dependants relates to children, or elderly or other persons for whom you are the main carer.)		
YES / NO		
4. Do you have any disabilities?		
YES / NO		
5. Ethnic origin		
I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background):		
A White:		
British		
English		
Scottish		
Welsh		
Irish		
Other, please specify:		

[Type here]

B Mixed:	
White and Black Caribbean	
White and Black African	
White and Asian	
Other, please specify:	
C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:	
Indian	
Pakistani	
Bangladeshi	
Other, please specify:	
D Black, Black British, Black English, Black Scottish, or Black Welsh:	
Caribbean	
African	
Other, please specify:	
E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:	
Chinese	
Other, please specify:	
6. Where did you see this post advertised?	
Data protection: Information from this application may be processed for purposes under the Data Protection Act 2018. Please indicate your consent to data supplied being used for the purpose of recruitment and selection by signing below.	
Applicant's signature:	Date:

[Type here]