

## JOB DESCRIPTION / PERSON SPECIFICATION & COMPETENCY FRAMEWORK

<b>Job Title</b>	Graduate Trainee (Public Affairs and Communications)
<b>Reports To</b>	Placement Manager as per Graduate placement/programme and HR Representative for all other purposes
<b>Department</b>	The programme will involve working in the External Affairs and Communications departments.
<b>Location</b>	London and NFU HQ in Stoneleigh, Warwickshire
<b>Salary</b>	£24,500

### **JOB DESCRIPTION**

#### **Main purpose and scope of job:**

- To gain knowledge and experience of political lobbying and national communications learning from an award-winning in-house team.
- To develop the necessary skills to support in the delivery of effective political and public campaigns, and effective engagement with national broadcast and print media.
- Working in placements within teams across the NFU External Affairs and Communications departments in Westminster and Warwickshire to gain a full understanding of NFU public affairs, national campaigns and the national press office.

#### **Functional responsibilities:**

- Deliver specific projects under supervision, and with guidance and training, to help produce political campaigning content that has strategic impact for our communications and lobbying channels, both in digital and in print.
- Work under supervision to gain knowledge and experience of our busy national press office, developing an understanding of proactive media management, handling in-coming media enquiries and writing for the press.
- Work within the External Affairs and Campaigns teams to build effective working relationships which support NFU lobbying and campaigning goals.
- Support the External Affairs and Campaigns teams in delivering a programme of exciting, high-profile political campaign events.
- Liaise with national and regional NFU staff as part of each placement.
- Liaise with NFU members, including office holders and board members, as part of each placement.

**General**

- This job description will develop to meet the needs of the NFU and any additional duties will be commensurate with the post holder's grade.

<b>Job Title</b>	Graduate Trainee
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**COMPETENCIES**

		<b>Level</b>
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>• Understanding the NFU</li> <li>• Working Together</li> <li>• Personal Accountability</li> <li>• Communication</li> </ul>	2 – Supporting 2 – Supporting 2 – Supporting 2 – Supporting
<b>Functional Competencies</b>	<ul style="list-style-type: none"> <li>• Member Focus</li> <li>• Technical Expertise</li> <li>• Analysing and Problem Solving</li> <li>• Networking</li> </ul>	2 – Supporting 2 – Supporting 2 – Supporting 2 – Supporting

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Knowledge and Expertise</b>	<ul style="list-style-type: none"> <li>▪ A good degree, typically a 2:1 or above, with a proven passion for communications and public affairs</li> <li>▪ Experience of working within an office environment</li> <li>▪ Some experience of communication, journalism or public affairs either through academic or vocational routes.</li> <li>▪ Experience of delivering tasks unassisted.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of, and enthusiasm for, the British food and farming industry.</li> <li>▪ Experience of PR or other communications field.</li> <li>▪ Experience of working as part of a cross-departmental team.</li> <li>▪ Experience of working within a MP office</li> </ul>
<b>Communication and Relationship Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent interpersonal skills.</li> <li>▪ Demonstrable drive and determination to succeed, both individually and working effectively as part of a team.</li> <li>▪ Excellent written and verbal communication skills.</li> <li>▪ Good grammatical and numerical skills.</li> <li>▪ Ability to handle sensitive issues with good judgement and discretion</li> </ul>	
<b>Practical and Physical Skills</b>	<ul style="list-style-type: none"> <li>▪ Efficient use of IT equipment including word and excel.</li> </ul>	
<b>Decision Making and Problem</b>	<ul style="list-style-type: none"> <li>▪ Ability to demonstrate organisational and prioritising skills.</li> </ul>	

<b>Solving</b>	<ul style="list-style-type: none"> <li>▪ Able to work both within a team and under own initiative.</li> <li>▪ Able to demonstrate the ability to produce work quickly under pressure and calmly to a consistently high standard.</li> <li>▪ Ability to solve problems and forward plan.</li> </ul>	
<b>Financial Responsibility</b>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>	
<b>Responsibility for Information</b>	<ul style="list-style-type: none"> <li>▪ Ability to plan, implement and collate information as part of a project</li> <li>▪ Must have a detailed approach to recording accurate information.</li> <li>▪ Ability to deal with confidential information.</li> </ul>	
<b>Responsibility for Supervision / Management</b>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>	
<b>Physical and Mental Effort</b>	<ul style="list-style-type: none"> <li>▪ Ability to attend events as necessary as part of the placement</li> <li>▪ Ability to work flexibly or out of hours when required</li> </ul>	
<b>Personal Circumstances /Additional Requirements</b>	<ul style="list-style-type: none"> <li>▪ Must be willing to live within 40 miles of Stoneleigh and to relocate for the six month regional placement.</li> <li>▪ Be self-motivated, seeking career advancement within the agriculture communications sector.</li> <li>▪ Work to the NFU values of Professional, resourceful and United.</li> <li>▪ Be passionate about delivering good quality and successful events, communications and campaigns about the food and farming industry.</li> <li>▪ Full current driving licence (consideration will be given under the Equality Act 2010 where applicable).</li> </ul>	

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