

NFA Press and Communications Officer

Salary: £16,800 p/a

Hours: 3 days/21 hours p/w

Location: Coventry or homeworking

Contract: Fixed term contract to 31st December 2019. Secondments will be considered.

National Federation of ALMOs (NFA) is the trade body representing 33 arms-length management organisations (ALMOs) which manage over 450,000 council homes across 36 Local Authorities. The NFA represents the interests of ALMOs at national level. In addition to lobbying and negotiating with central government on behalf of ALMOs, the NFA runs a website, organises events, regional meetings and an annual conference for its members as well as providing advice, training and briefings.

An exciting new opportunity has arisen within the NFA team. Reporting to the Policy Director you will provide an effective and high-quality communication service to enhance, develop and promote the messages and profile of the National Federation of ALMOs both to its ALMO members and to an external national audience of wider stakeholders and journalists.

The ideal candidate will have experience and knowledge of producing high quality, well written communications including newsletters, briefings, social media messages and web content as well as experience of handling media and press enquiries. You will be a positive member of the team, willing to work hard and be flexible to deliver successful outcomes. You will have a proactive enthusiastic style and be adept at developing relationships and partnerships to deliver a project. You will have exceptional written and verbal communication skills; able to successfully deliver strong, inspiring and challenging messages to a wide range of audiences: ALMO officers, councillors, MPs, civil servants, journalists, board members and tenants.

In return for your commitment and enthusiasm, you can look forward to excellent working conditions in a progressive and growing company within a motivated and supportive team.

For further information including the full job description please see our website www.almos.org.uk

The closing date is Friday 6th July 2018.

Interviews will take place on Wednesday 18th July 2018 in Coventry.

Please send your CV and a supporting statement to jobs@housemark.co.uk

For an informal chat about the post, please contact Chloe Fletcher on 07526 171033 or email any queries to chloe.fletcher@almos.org.uk