

# NAPIT

## COMMUNICATIONS OFFICER

Department:	Commercial
Title:	Communications Officer
Responsible to:	Marketing Manager
Location:	Head Office, Mansfield
Salary:	£30,000 per annum

### WORKING AT NAPIT:

Formed as a Trade Association in 1992, NAPIT has grown significantly since then, but the Trade Association values of Superior Customer Service, Integrity, Teamwork, Compliance, Innovation, and commitment to employees, remain at the heart of the NAPIT Group.

NAPIT maintain a friendly, common-sense approach to competence with a continued focus on raising standards and safety within the building services sector. It's our culture that has enabled us to grow significantly since the organisation was founded. Based in Pleasley Vale's historic stone mills it is a truly unique environment to work in. Historic meets modern with NAPIT's training facilities also based in the mills, with their Centre of Excellence for Low Carbon Technologies, focusing on training tradespeople on technology of the future.

Join the NAPIT team on this exciting, continued period of growth, and help build further success for the future.

### THE ROLE:

The role of Communication Officer is focused on raising the profile of NAPIT & the Electrical Safety Roundtable (ESR). This is to be achieved through the creation of relevant content, shared via blogs, newsletters, internal briefing comms and with other relevant bodies and organisations. This individual will also be responsible for monitoring the activities of Government and other relevant working groups and organisations, providing strategic communications advice and public affairs support. The position is part of the NAPIT Marketing team and will be supported by colleagues within the team. There is no direct management of other staff.

### KEY RESPONSIBILITIES:

- Monitor proceedings and provide analysis of activities in Parliament, government departments, European institutions, political parties, local government, think tanks,

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pressure groups, non-governmental organisations (NGOs) and other bodies to keep NAPIT informed of any developments related to their field of activity.

- Read parliamentary publications and printed transcripts, and monitor other activities such as debates, questions, committee enquiries, statements, reports, regulations and legislation
- Coordinate NAPIT responses to key government consultations
- Write newsletters, blogs, and press releases
- Provide media management and other publicity activities
- Review the effectiveness of previous activities, and how NAPIT is viewed by political and other stakeholders
- Research, forecast and evaluate the effects of public policy on an organisation using public sources, political intelligence and personal contacts
- Provide support for ESR committee meetings, working with meeting chairs to set agendas and follow up meeting actions and initiatives
- Work with NAPIT Directors and senior management to establish and maintain two-way communication with relevant official bodies and stakeholders
- Maintain relationships with existing stakeholders and develop new business

## WHO ARE WE LOOKING FOR?

- Someone with a strong interest in, and enthusiasm for, politics, policy issues and current affairs
- Excellent research and communication (written and oral) skills
- Experience of producing clear, persuasive, and accurate written and oral communications
- Strong analytical skills and ability to synthesise information rapidly and accurately from different sources
- Time-management skills and the ability to work to tight deadlines
- Strong attention to detail, with commitment to accuracy and taking care in tone and positioning
- Strong interpersonal skills and track record of effective team working
- Ability to work collaboratively with colleagues both within a line management structure and within project teams to lead or deliver key pieces of work
- The ability to work on your own initiative and to relate well to colleagues, as well as clients and external contacts
- IT literate
- Commercial awareness, to attract new business opportunities
- A bachelor's degree or equivalent
- Previous experience of at least 2 years working in a similar role

## BENEFITS & PACKAGE

- £30k salary

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- 25days p/a + statutory holidays
- Length of service up to 5 days additional leave
- Contributory Pension
- Company Sick Pay policy
- Free on-site parking
- Company Health Scheme – covering dental, eye care, physiotherapy & mental health support + many more benefits
- Companywide social events
- Discount cards via perks scheme
- Discount at leading DIY store network

Covering letter and CV to [hannah.thompson@napit.org.uk](mailto:hannah.thompson@napit.org.uk)