

NATIONAL BARGEE TRAVELLERS ASSOCIATION
 JOB SPECIFICATION PRESS OFFICER
 10th April 2022

The NBTA is hiring – we’re looking for a part-time / casual Press Officer to deal with incoming press requests

1	Job title	Press Officer
2	Suggested salary	£15 per hour subject to negotiation
3	Hours	Workload varies from no press requests in a month to 4 press enquiries in a week – payment will be for hours worked
4	Department / Section	Marketing
5	Main purposes of job	The NBTA regularly receives requests for information, interviews and statements from newspapers, online media, radio and TV, and from student journalists, especially when there is a high profile event or campaign.
6	Key tasks	<p>Respond to press requests by:</p> <ol style="list-style-type: none"> 1 working with the NBTA committee member dealing with the press to convey key NBTA policies and activities to the journalists who contact NBTA; 2 acknowledging press contact requests as soon as possible; 3 work with NBTA committee members to respond as soon as possible to the press contact providing (as necessary and as examples): <ol style="list-style-type: none"> (i) the requested information (ii) NBTA statements and messages following current NBTA policy; (iii) providing people to be interviewed 4 Work closely with NBTA committee members to make sure NBTA press work does the best that we can for the itinerant boating community; 5 Maintain and update the NBTA press list; 6 Maintain and update the interviewee list; 7 Keep the master copy of the press and interviewee lists; and 8 Brief, prepare and help to train NBTA members to carry

		out press interviews.
7	Key results / objectives	To provide a good quality response to press requests and to keep the press/ interviewees lists up to date.
8	Desirable skills	Good at both working in a team and working alone
9	Reporting to	Marcus Trower, Deputy Chair, on behalf of the Committee
10	Date of Issue	10-04-2022
11	Reference	Press Officer