

Communications Secretary

Role Description

Role Purpose

The Communications Secretary leads Dorset NEU's internal communications, ensuring members receive clear, timely and accessible information about union activity. The role coordinates newsletters, updates, meeting notices and general communication with the membership, supporting transparency, engagement and effective district operations.

Key Responsibilities

1. Member Communications

- Draft, coordinate and distribute regular Dorset NEU newsletters, updates, and key messages.
- Ensure communications to members are accurate, clear, inclusive and aligned with NEU values.
- Work with the District Secretary to ensure all statutory and important notices (e.g., AGM notifications, elections, meetings) are communicated effectively.

2. Coordination of Information Flow

- Maintain an effective system for circulating district information to members, reps and officers.
- Ensure members are kept informed about district decisions, campaigns, meetings, events and opportunities.
- Support communication with workplace reps by providing updates they can share locally.

3. Supporting District Organisation

- Assist Dorset officers in drafting communications related to campaigns, ballots, training and local initiatives.
- Work with the Membership Secretary to ensure communication lists are complete, accurate and GDPR-compliant.
- Help ensure all Dorset NEU messaging is consistent with union policy, tone and national guidance.

4. Collaboration with Other Officers

- Work closely with the District Secretary, Membership Secretary, Campaigns Officer, Social Media Officer and other district officers.
- Coordinate messaging with the Press & Media Officer when communications overlap with public-facing or media work.
- Liaise with the Regional Office for guidance on sensitive or complex communication needs.

5. Administrative & Reporting Duties

- Keep records of communications where necessary (e.g., circulation logs, archived newsletters).
- Provide updates at Dorset NEU meetings regarding communication activity and any developing needs.
- Support improvements to communication systems and tools used by the district.

Skills & Attributes

- Strong written communication skills with the ability to express information clearly and concisely.
- Good organisational skills and attention to detail.
- Confidence using email systems, newsletters, templates and online communication tools.
- Ability to work collaboratively and maintain consistent messaging across multiple platforms.
- Commitment to NEU values of fairness, inclusion, transparency and collective engagement.

Time Commitment

- Attendance at Dorset NEU meetings.
- Regular availability to prepare and circulate communications throughout the year.
- Occasional collaboration with officers on urgent or time-sensitive messaging.