

National Spiritual Assembly of the Bahá'ís of the United Kingdom

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When replying please

refer to: GC-32221

19 January 2018

2 Sulṭán 174 B.E.

To all believers in the United Kingdom

Dearly loved Friends,

Media and Discourses Aide to the Office of Public Affairs

The National Spiritual Assembly is pleased to invite applications for the role of Media and Discourses Aide to the Office of Public Affairs [OPA], based at the National Ḥazíratu'l-Quds. As part of the team of staff and volunteers working in the Office, the Media and Discourses Aide helps in the development and implementation of strategies with regard to participation in the discourses of society, and the building of relationships with the media.

Responsibilities include:

- Assisting in the design and implementation of an ongoing media strategy;
- Supporting the OPA team to develop new relationships and strengthen existing relationships with journalists;
- Supporting with media monitoring and analysis;
- Monitoring and upkeep of UKBahá'í's Twitter account and other social media platforms;
- Assisting in the implementation of an ongoing discourses strategy;
- Accompanying collaborators to various social spaces, including government, parliament, civil society and interfaith spaces, to learn about the reality of particular discourses, and to contribute towards the generation of content;
- Writing reflections and reports;
- Undertaking various administrative tasks.

With this in mind, here are some skills and qualities that are useful for this area of work. Naturally, these would be developed and enhanced through consultation with the OPA team as well as experience gained in the field:

- Excellent communication skills;
- Good attention to detail;
- A high standard of writing ability for a varied array of media platforms;
- The ability to research and analyse information, general word processing skills and computer competence;
- Experience in use of social media;
- The ability to work under pressure in meeting deadlines;
- A good understanding of the conceptual framework governing the current series of global Plans of the Faith and experience in applying its elements in the work of expansion and consolidation;
- Willingness to consult on all matters and work enthusiastically, both individually and as part of a team;
- A humble posture of learning.

This is a three-day-per-week position, and a salary is offered to enable the successful applicant to carry out this service. As with all service to the Faith, there is also the opportunity to undertake it on a voluntary basis or part-voluntary basis. The initial service period is two years, subject to review at the end of the period.

If you would like to apply for this position, you are asked to kindly submit a copy of your Curriculum Vitae, together with a letter sharing your reason for applying for this service to the National Spiritual Assembly of the Bahá'ís of the UK, 27 Rutland Gate, London SW7 1PD, or by email to nsa@bahai.org.uk .

Please feel free to contact the Office of Public Affairs for further information regarding this role. The closing date for applications is 19 February 2016. Interviews will take place shortly thereafter.

Your prayerful consideration of this opportunity to contribute to the crucial work of the Office of Public Affairs is deeply appreciated.

With loving Bahá'í greetings,

A handwritten signature in black ink, appearing to read 'Patrick O'Mara', written over a horizontal line.

Patrick O'Mara,
Secretary