



## Programmes Officer Role Specification

### **Welcome to PINF!**

Thank you for your interest in working with us.

The Public Interest News Foundation (PINF) is the UK's first charity that exists to promote high-quality journalism. Last year, we launched an ambitious ten-year mission to regenerate local news in the UK. We believe that local news is a vital part of the fabric of local communities, drawing people together around shared facts and pride in place at a time of disinformation and division.

We are pursuing our mission by (1) sourcing new funds for local news; (2) advocating for supportive government policies; and (3) celebrating local news providers from the UK and around the world that are Accountable, Sustainable, in the Public interest, Innovative, Representative and Engaging (ASPIRE).

Over the last year, we have successfully encouraged the UK Government to launch an unprecedented new £12m Local News Fund. We have also built support for our mission from US and UK donors. And we have launched initiatives such as the Tenacious Journalist Awards, to recognise and support independent news providers who are having a significant social impact.

We have a small and professional staff team and a dedicated board of trustees, and we are now looking to recruit a **Programmes Officer** to support our work. I hope that you will consider joining us on this exciting and important mission.

*Jonathan Heawood, Executive Director*

## Summary of the Role

**Title:** Programmes Officer

**Salary:** £30,000

**Benefits:** 33 days annual leave including Bank Holidays; 7% employer pension contribution; professional development budget; flexible working

**Type:** Fixed-term renewable 12-month contract

**Time commitment:** 35 hours per week, with some scope for flexible working

**Location:** Remote, with occasional meetings in London or other UK locations, for which PINF will pay travel expenses from within the UK

**Reporting to:** Deputy Director, who will provide overall line management and lead 60% of the Programmes Officer's work

**Working closely with:** Campaigns & Communications Manager, who will lead the remaining 40% of the Programme Officer's work

## Purpose of the Role

The Programmes Officer will support the PINF team across our three workstreams: the Local News Fund; Local News Campaign; and Local News Futures programme.

- Through the **Local News Fund**, we work with grantmakers and social investors (including government-backed fund managers) to unlock new economic resources for local news across the UK.
- Through the **Local News Campaign**, we work with the BBC, big tech firms, central and local government, MPs, Peers and regulators to shape a positive enabling environment for local news across the UK.
- Through the **Local News Futures** programme, we work with academics, civil society organisations, journalism support organisations and local news providers to showcase models of local news with the most positive impact.

The Programmes Officer will provide support with **events, research and campaigns** across these workstreams, and will also provide support with our organisational functions, including **communications, fundraising and governance**.

By providing efficient and effective support to the team, the Programmes Officer will unlock new potential for PINF to deliver our charitable purpose.

## Key Responsibilities

### Events

- Support the Deputy Director with the successful delivery of the annual Local News Forum by:

- Maintaining a comprehensive and up to date project plan
- Contributing to the effective marketing of the event within PINF's network of independent local news providers and stakeholders
- Managing ticket sales and maintaining an accurate database of invitees and participants
- Contributing to effective working relationships with partners and suppliers, including venues and sponsors
- Managing speakers
- Supporting budget administration, including tracking agreed expenditure and processing spending in line with approved budgets and under the oversight of the Deputy Director
- Responding promptly and efficiently to queries
- Providing on-the-day support including registering participants, liaising with the venue and catering providers, ensuring smooth technical support and troubleshooting any issues as they arise

### **Research**

- Support the Deputy Director with our research objectives by:
  - Organising and minuting twice-yearly online meetings of our Research Advisory Group
  - Working with colleagues to ensure the Local News Map is comprehensive and up to date
  - Liaising with independent local news providers to support the new Local News Audit

### **Campaigns**

- Support the Campaigns & Communications Manager with our campaign objectives by:
  - Managing relationships with independent news providers participating in our annual Indie News Week
  - Supporting budget administration for campaign activity, including tracking agreed expenditure and processing spending in line with approved budgets and under the oversight of the Campaigns & Communications Manager
  - Supporting key campaign moments including parliamentary events, party conferences, roundtables and other online and offline events
  - Providing logistical and administrative support for key campaign moments, including by maintaining participant and invitation lists, tracking RSVPs and preparing background information for colleagues

## **Communications**

- Support the Campaigns & Communications Manager with our communications objectives by:
  - Managing the ‘contact’ email inbox
  - Supporting the delivery of engaging content across PINF’s blog and newsletter, including gathering stories, opportunities and other relevant material, in collaboration with the Campaigns & Communications Manager
  - Managing PINF’s social media channels including LinkedIn, BlueSky and Instagram
  - Updating elements and pages across our website
  - Supporting PINF’s WhatsApp community of independent local news providers by sharing relevant content, helping eligible participants to join, and assisting with day-to-day moderation

## **Fundraising**

- Support the Deputy Director with our fundraising objectives by:
  - Maintaining the fundraising database and keeping records up to date based on information provided by colleagues
  - Facilitating monthly internal fundraising meetings

## **Other**

- Any other tasks as reasonably requested by the Deputy Director

## **Essential skills and experience**

- Experience in an administrative, coordination or project support role
- Excellent organisational skills, with the ability to manage multiple tasks, deadlines and priorities
- Strong written and verbal communication skills
- Confidence using Microsoft Office and other common digital tools to organise work, manage information and communicate effectively
- Ability to work collaboratively in a small team and to support colleagues across different areas of work
- A high level of accuracy and attention to detail
- Support for PINF’s mission and charitable purpose
- **Applicants must have the right to work in the UK.**

## **Desirable skills and experience**

- Experience of supporting events, campaigns, communications or fundraising activity
- Experience of working in a charity, membership body, media organisation or other mission-driven organisation
- Familiarity with website, newsletter or social media content management
- An understanding of the challenges and opportunities facing local and independent news providers in the UK

## **How to apply**

- Please apply through <https://www.charityjob.co.uk/>.
- In your application, you will be asked to provide a short example of how your previous experience makes you a strong candidate for this role. We encourage applicants not to use generative AI to draft this part of the application, as we are interested to hear about your own experience in your own words!
- If you require any adjustments to support your application, please let us know when you apply.

We particularly welcome applications from people whose backgrounds and perspectives are underrepresented in charities and the news sector.

[www.publicinterestnews.org.uk](http://www.publicinterestnews.org.uk)