

## Job description and person specification:

### STRATEGIC COMMUNICATIONS PROJECT MANAGER



<b>Job Title:</b>	Strategic Communications Project Manager
<b>Accountable to:</b>	Chief Executive
<b>Location:</b>	Flexible (with some time in London and Calais)
<b>Salary:</b>	£34,000 per annum
<b>Hours:</b>	35 hour per week
<b>Contract:</b>	2 year contract
<b>Benefits:</b>	Pension scheme with 6% employer contribution; flexible working; generous annual leave

#### Job purpose

To develop and deliver our strategic communications programme, reaching public audiences with positive stories and messages about refugees and migrants in Britain today.

#### Main duties and responsibilities

1. To create a new narrative around refugees, with a specific focus on people coming through Calais and Northern France, through working with partners and experts by experience.
2. To develop and deliver our expert strategic communications capacity-building offer to organisations working across migration and refugee protection.
3. Work with the Chief Executive to develop and deliver a long-term migrants rights campaign. This includes working with partners to source, produce and package stories (in different formats, for different channels) highlighting how human rights have been used in everyday life.
4. Identify and develop opportunities for storytelling across traditional and digital media.
5. Support partner NGOs with adopting a strategic communications approach in their campaigns, stories or other communications activities.

## **Person Specification**

### **ESSENTIAL**

1. Proven expertise in and experience of strategic communications theory and practice.
2. Experience of managing projects.
3. Track record of delivering high-impact communications to reach defined target audiences.
4. Experience of devising creative ways to produce and deliver effective content on a limited budget.
5. Strong editorial judgement, able to interrogate diverse information and data sources and turn it into arresting copy for non-expert audiences.
6. The ability to persuade others and to identify persuasive approaches to addressing challenging issues.
7. Experience of building relationships with a wide range of organisations and individuals to develop collaborative communications.
8. Highly organised with the ability to plan, prioritise and deliver to tight timescales and to manage strategic and reactive projects simultaneously.
9. The ability to work effectively as part of a small organisation that has a strong focus on productivity.
10. A commitment to the rights of migrants and refugees.

### **Desirable**

1. Experience of working with charities.
2. Experience of delivering high quality training.
3. Working with refugees.