
Call for applications for the full-time post of Communications Officer at Reprieve

£35,763 plus pension contribution. Central London

Date call released: 14 March 2016
Deadline for applications: 17 April 2016
Interviews: TBC

Do you want to help Reprieve deliver justice and save lives?

Reprieve is a leading human rights charity, working to end some of the worst abuses of power around the world – from the execution of political prisoners in Saudi Arabia and Iran to detention without trial at Guantanamo.

Bringing these abuses to light is a central part of our work – and one in which our communications team plays a crucial role. We're looking for an energetic press officer with a commitment to our goals and a great eye for a story, to help Reprieve shine a light in some of the darkest corners of the world.

This is a call for applications for the post of Communications Officer. A full description and person specification for the role follows below. To apply, please submit a CV and covering letter, setting out how you would be suited to the role, to Sophie Salvatore (sophie.salvatore@reprieve.org.uk) by the date above. Please ensure all attachments are in a format able to be read by Microsoft XP/ Office.

Interviews for short listed candidates will be held in Central London.

For any questions about this role and the application process overall please email Sophie at the address above. Please feel free to circulate this notice as widely as possible.

Job Description

Job Title:	Communications Officer
Reports to:	Director of Communications
Salary:	£35,763 plus up to 5% employee matched pension contribution
Base:	Central London
Date prepared:	March 2016

Responsibilities:

1. Assist the Communications Team in day-to-day contact with members of the press. This will include responding to queries by telephone and email, arranging interviews for members of staff and giving statements.
2. Identify opportunities for Reprieve to actively promote its work and aims in the media, and carry them out; this will include working with Reprieve's casework teams to develop stories, and pitching them to journalists; liaising with feature-writers and documentary-makers; and organising press conferences.
3. Draft and send out press releases.
4. Draft, edit and/or place other written materials in the media, such as opinion pieces by members of staff or clients.
5. Update our social media channels and develop innovative ways of engaging members of the public via these resources; and maintain the press section of Reprieve's website.
6. Brief members of staff ahead of public/media appearances.
7. Provide weekend press cover as necessary.
8. Provide general cover for the Communications Team when other members of the team are away, which involves taking the lead on all communications functions during such periods.
9. Update and maintain the shared database of press contacts.
10. Research and develop new press contacts both nationally and internationally.
11. Keep a record of press coverage achieved, and share that with Reprieve's teams in different formats depending upon the audiences.
12. Assist with continuous monitoring and evaluation of the impact and effectiveness of Reprieve's press.
13. Assist with periodic staff training regarding press and media skills.
14. Contribute ideas, energy and creativity to the development of Reprieve's communications function and to Reprieve as a whole.
15. Liaise with members of staff in the Death Penalty, Abuses in Counter-Terrorism, Operations and Resource Development Teams in order to ensure that press coverage achieves maximum impact, while, where appropriate, being mindful of fundraising, client and legal concerns.

16. Supervise volunteers: provide instructions, guidance and feedback to volunteers both in-house and those out of the office, either working in overseas jurisdictions or from home in the UK.

17. Other tasks commensurate with the role.

Key Contacts: The Communications Officer will have regular contact with media in Europe, the US, Africa, Asia and the Middle East; Reprieve's clients; lawyers of our clients; human rights activists; other NGOs; embassies; and Members of Parliament. They will work closely with the Reprieve Communications Team, and Reprieve's caseworkers.

Length and Salary: The Communications Officer, will be employed on a permanent full-time basis, the annual salary is £35,763 per annum less any required deductions for income tax and national insurance. The position will be based in the London office. **Applicants must be eligible to work in the UK.**

Person Specification

The person specification outlines the main criteria for the post and short listing will be based on how well your application demonstrates your experience against each point. Please ensure that your supporting statement clearly shows how you meet each of the criteria from your experience gained either in paid or voluntary work.

CRITERIA		Essential	Desirable
1.	Demonstrable and successful experience in a media, public relations or external communications role.	✓	
2.	Excellent skills in writing and editing for publication	✓	
3.	Demonstrable understanding of print, online, broadcast and social media	✓	
4.	A good eye for a story; and proven ability to manage complex and sensitive media issues.	✓	
5.	A genuine interest in human rights and commitment to Reprieve's goals	✓	
6.	Excellent communication skills in person	✓	
7.	Ability to work harmoniously and creatively in a small team	✓	
8.	Strong and nuanced persuasion skills; ability to win the active co-operation of internal and external stakeholders	✓	
9.	Ability to build useful external contacts	✓	
10.	Exceptional efficiency and time management; able to balance competing demands in a high-pressure, time-sensitive environment	✓	
11.	Ability to think strategically	✓	
13.	Good understanding of the policy context relevant to Reprieve		✓
14.	Strong UK and/or international media contacts		✓