

COMMUNICATIONS CONSULTANT



Centre for Sport
& Human Rights

Role Title	Communications Consultant
Start Date:	Immediate start possible
Reporting to:	Head of Communications
Location:	Remote position, working from home, able to work with a global team primarily based in UTC and UTC+1 time zones. Candidates must already have permission to work in the country of their location.
Hours	Full-time
Salary:	Consulting rate of £140 per day. Consultancy agreement subject to UK law. Equivalent consulting rate offered to non-UK based consultants
Contract:	6 months, with 1-month probationary period. Possibility for extension subject to funding.
Role purpose:	The Communications Consultant provides support to the Communications Officer and the Head of Communications to manage and grow the Centre's communication platforms, especially its digital output. The Consultant will support the Centre communications team by servicing the day-to-day external 'voice and face' of the Centre, i.e., its website, social media, webinars, podcasts, and written outputs.
Key relationships:	
Key responsibilities:	<p>Key duties and responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Producing, maintaining and growing key public-facing outputs which will explain the impact the Centre has had to key target audiences – the Advisory Council, prospects to join the Advisory Council, and those interested in Sport and Human Rights, enhancing the Centre's ability to have impact. • Servicing the Centre's website for all design and content needs. • Supporting the designing, producing, publishing, and disseminating the Centre's print, video, audio, and online materials. • Supporting the development of the Centre's presence on key social media platforms (design and engagement), including maintaining a schedule of social postings for key Centre accounts. This will have a particular focus in 2022 on growing the Centre's reach on LinkedIn and Twitter. Drafting post copy, coordinate assets, schedule posts, and publish on platforms. Ensure all content is optimised for relevant platform. • Supporting the Centre's Communications outputs in respect of its work around the implementation of human rights, particularly child rights, in the host cities of the United 2026 FIFA World Cup. • Assessing the measurement and effectiveness of the Centre's communications through full utilisation of analytics tools.



	<ul style="list-style-type: none"> Supporting Centre events through the production of targeted communications material (e.g. slide decks, banners, promotional materials, social media, event follow up). Contribute to writing copy, including website text, promotional materials, etc. Other duties: as agreed with line manager, which are commensurate with the responsibilities of the post. 	
Role impact:		
Person specification:	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> High school degree (or equivalent experience) 	<ul style="list-style-type: none"> University degree or equivalent in related field
Experience:	<ul style="list-style-type: none"> Relevant professional experience in media production/communications Well-versed in social media and other digital platforms and channels Proven track record of creating engaging and innovative content 	<ul style="list-style-type: none"> Demonstrable experience in media production, graphic design, digital marketing, communications, or related creative field Experience working in the not-for-profit sector Experience of working in an unsupervised environment on a regular basis and working with a virtual team in varying time zones.
Knowledge and skills:	<ul style="list-style-type: none"> Ability to create, edit and produce short-form videos and podcasts good practical knowledge of Adobe Suite, InDesign, Powerpoint and other digital design platforms. Strong conceptual and art direction skills with an eye for visual composition, colours, fonts, etc. An acute attention to detail Ability to manage multiple projects at once and meet deadlines Strong IT capabilities, including strong experience using Microsoft Office and working on Mac Ability to take initiative Fluency in written and spoken English 	<ul style="list-style-type: none"> Experience producing video and audio content from remote locations. Proficient in Adobe Creative Suite, illustration and animation skills Experience curating image libraries and selecting appropriate images for communications materials Experience working with Zoom, Slack, Salesforce, Dropbox, GSuite and Monday Knowledge of GDPR compliance processes Experience working within limits of brand guidelines Ability to write press releases and stories around company activities. Fluency in written and spoken Spanish
Required attitude	<ul style="list-style-type: none"> Energy and determination Strong planning, organisational and interpersonal skills An ability to work effectively under pressure Creativity 	

	<ul style="list-style-type: none"> ● Flexibility ● Confident, resourceful, proactive and self-motivated ● Awareness of the implications of working from home/remotely i.e. limited face-to-face interaction with colleagues in a geographically dispersed team ● Strong work and team ethic <p>We believe in our mission and work hard to pursue it. We are a small team, working internationally, and seek pragmatic, hands-on, and positive-minded colleagues to join us in this mission.</p> <p>You will be committed to our mission of promoting human rights in sport and to contributing to a positive and collaborative working environment in which high standards of governance and operations management are maintained. You will be proactive, able to manage your own workload.</p>
Inclusion and diversity:	<p>We work hard to create and maintain a positive internal environment with a team that is open, supportive and encourages collaboration, including a commitment to inclusion and diversity at all levels. We will consider qualified candidates without regard to age, disability status, ethnicity, gender, national origin, pregnancy, race, religion, sex, sexual orientation, socioeconomic status or any characteristic protected by law, and value candidates with varied experiences who can bring a new perspective and outlook to our work.</p>
Safeguarding:	<p>At CSHR we believe we need to keep children and vulnerable adults safe. Selected candidates will be expected to adhere to our standards. Our selection process reflects our commitment to the protection of children and vulnerable adults from abuse.</p>
Application process:	<p>If you are interested in this position, please apply here submitting your CV and a cover letter laying out your interest in this position and why you are suited to the role</p> <p>Closing date for applications: 24th June at 22:59 BST (London) / 23:59 CET (Geneva).</p> <p>Video interviews (Zoom) will be held 13-15 July. Interested applicants should ensure their availability for a 1 hour and 45 minutes slot on these dates. Short-listed candidates will be asked to complete a timed 45-minute task (using their laptop and to be received and submitted by email), which will be followed by a video interview taking no more than one hour.</p> <p>For additional information about this position, please contact Mariam Diakite at mariam.diakite@sporthumanrights.org</p> <p><i>Note: We will only contact candidates for short listing. If we do not contact you your application has unfortunately been unsuccessful. Applications from unsuccessful candidates will be held on file for 12 months after the end of the recruitment process.</i></p>