

Job Title: Communications Officer
Reporting to: Head of Communications (based in the USA)
Start date: July 2019
Location: Home-based. UK location preferred. Consideration will be given to other European locations if the case is made in the application.
Hours: Part-time, 2-3 days (15-22.5 hours) per week
Duration: 12 months, renewable subject to funding, with 3-month probationary period.
Pay: £25,000 - £30,000 per annum pro-rata, depending on experience. This post will have a contract or consultancy agreement subject to UK law. PAYE contracts can be offered to UK-based applicants.

BACKGROUND

The Centre for Sport and Human Rights is a new independent organisation dedicated to realising a world of sport that fully respects human rights.

The Centre brings together through its [Advisory Council](#) an unprecedented alliance of intergovernmental organisations, governments, sports bodies, athletes, hosts, sponsors, broadcasters, civil society representatives, trade unions, employers and their associations, and national human rights institutions. The Centre's functions include sharing knowledge, building capacity, and strengthening the accountability of all actors through collective action and promotion of the Sporting Chance Principles. Through its work the Centre aims to support the prevention of human rights harms occurring within, through, or around sport; supporting access to effective remedy where harms have occurred, and; promoting a positive human rights legacy for sport and sporting events. In fulfilling this mandate, the Centre is committed to being independent, principles-based, inclusive, diverse, collaborative, accessible, and trusted.

The Centre is recruiting for an experienced and dynamic Communications Officer to support the Centre team with communications support across all of the Centre's areas of work. This position offers significant room for upward growth for the right candidate interested in a long-term strategic communications career in sport and human rights.

The Communications Officer will be responsible for servicing the day-to-day external 'voice and face' of the Centre, ie its website, social media, and written outputs; liaising across the Centre's staff and teams to ensure smooth and efficient coordination of communications activities; as well as consistently and continuously strengthening the Centre's brand and raising the overall profile of the Centre's work. The Communications Officer will work closely with the external website developers to deliver more complex website design requirements.

Duties and responsibilities

Key responsibilities include, but are not limited to:

- Servicing the Centre’s website for all design and content needs (in close coordination with the Centre’s website developers).
- Designing, producing, publishing, and disseminating the Centre’s print, video, and online materials.
- Developing the Centre’s presence on key social media platforms (design and engagement).
- Assessing the reach and effectiveness of the Centre’s communications through full utilisation of analytics tools.
- Supporting Centre events through the production of targeted communications material (eg slide decks, banners, promotional materials, social media, event follow up).
- Maintaining a database of contacts for effective communication of the Centre’s outputs and complying with data protection regulation (eg GDPR)
- Working closely across Centre teams to ensure effective coordination of communications tasks.
- Other duties as agreed with line manager.

Person Specification

The successful candidate will have:

	Essential	Desireable
Qualifications	<ul style="list-style-type: none">• University degree or vocational certificate/ diploma in relevant field.	<ul style="list-style-type: none">• Education/certification in Adobe InDesign
Experience	<ul style="list-style-type: none">• Experience of working within content management systems (CMS)• Experience of Adobe InDesign (or equivalent design software)• Experience in developing and implementing social media strategies amplifying organisational key messages and outputs• Experience of coordinating multiple communications activities across diverse teams, on time and within specification	<ul style="list-style-type: none">• Experience of work 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 & Skills	<ul style="list-style-type: none">• Excellent ICT skills including across Microsoft Office and Adobe programmes and excellent experience of using the internet.• Experience of using an Apple Macbook	<ul style="list-style-type: none">• Experience of using telecommunications applications (Skype, Zoom)

Knowledge & Skills (continued)

- Excellent communication skills and co-ordination across teams and time-zones.
- Fluency in written and spoken English.
- Excellent time management skills and the ability to plan, organise and prioritise workload, and meet deadlines.
- A strong work and team ethic.
- Experience of or completion of training regarding GDPR compliance in the context of external communications

Personal Qualities

- Proven ability to be proactive and self-motivating.
- Attention to detail and ability to maintain a high level of accuracy in preparing and presenting information.
- An interest in the field of human rights

Application Process

1. Deadline for application: Monday 17th June 2019, 8am UK time

2. Interviews: Interviews will be held on **Tuesday 25th June** by Zoom. Short-listed candidates will be notified and invited by email by COB **Tuesday 18th June**. Only successful applicants will be notified. Interested applicants should ensure their availability for a **two-hour slot** on Tuesday 25th June – the interview will take place during the first hour after which candidates will be asked to complete a timed one-hour design task using their laptop and to be received and submitted by email.

3. Expected start date: July 2019

Application Instructions: Please email your CV and cover letter with two referees to Kia Kyhl at recruitment@sporhumanrights.org. In your cover letter you must address the above person specification to show your suitability for this role, and indicate how many hours work per week you are applying for (the post can offer 2-3 days per week). Please also indicate where you saw the vacancy advertised. Any job offer will be subject to at least two satisfactory references for the successful candidate.