Job Title: Communications Manager, Centre for Sport and Human Rights

Reporting to: Deputy Chief Executive
Expected start Date: 1 March 2020 or sooner

Hours: Full time preferred (5 days, 37.5 hours per week) or part-time (4 days, 30 hour per week)
Location: Home-based. UK preferred. Time zone compatibility with UK and Europe essential. Candidates must already have permission to work in the country of their location.
Contract: 12 months renewable subject to funding, with 3-month probationary period. This post will have a contract or consultancy agreement subject to UK law. PAYE contracts can be offered to UK-based applicants.
Salary: £40,000 – 50,000 per annum pro rata (or currency equivalent) depending on experience.

BACKGROUND

The Centre for Sport and Human Rights (CSHR) 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 for Sport and Human Rights is seeking a digital communications specialist to work with colleagues to increase the organisation's visibility, messaging, branding, and engagement with key stakeholders. This is a hands-on role, with an expectation that the post holder can both fulfil day-to-day website and communications needs for the CSHR team (including layout and design of publications, CMS operation, and social media engagement), as well as work to develop and implement an annual communications strategy in close cooperation with the CEO and Deputy CEO. This role offers room for the role and responsibilities to develop as the organisation grows.

Key responsibilities include, but are not limited to:

Communications operations:

- Being the focal point for developing the CSHR’s communications strategy (in collaboration with senior members of the team and external consultants).
- Working closely across the Centre teams to ensure effective coordination and prioritisation of communication needs and tasks.
• Assessing and developing the **reach and effectiveness** of CSHR’s communications through full utilisation of analytics tools.
• **Line management** of future hire (e.g. Communications Officer) or outsourced capacity acquired to assist with updating the website, social media dissemination, outreach, and research etc.

**Website/digital communications:**
• Servicing the CSHR website for all design and content needs (in close coordination with CSHR’s external website developers).
• Designing, producing, publishing, and disseminating CSHR’s **video, and online materials**.
• Developing CSHR’s presence on **key social media** platforms (design and engagement).

**Events:**
• Leading communications for CSHR events including through the production of **targeted communications material** (e.g., slide decks, banners, promotional materials, social media, event follow up).

**Others:**
• Maintaining effective **communications databases** (subscribers, media contacts) for dissemination and amplification of the Centre’s outputs, whilst complying with data protection regulation (e.g., GDPR).
• Managing and implementing the publication of all relevant **written materials**.
• Other duties as agreed with line manager.

**Person Specification**

The successful candidate will have:

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<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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| Experience     | • Experience of working within content management systems  
• 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 | • Education/certification in Adobe InDesign  
• 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.  
• Experience in a start-up or entrepreneurial environment  
• Experience in the world of sport  
• Line management experience  
• Experience working with senior executives and consultants |
Knowledge and Skills

- Excellent ICT skills including across Microsoft Office and Adobe programmes and excellent experience of using the internet.
- Excellent skills on Apple OSX.
- 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 using telecommunications applications (Skype, Zoom).

- Fluency in additional languages (particularly Spanish or French) is desirable.

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.
- Comfortable working remotely.

APPLICATION PROCESS

1. Deadline for application: Friday 10th January 2020, 9am UK time

2. Interviews will be held remotely on 22nd, 23, 27th or 28th January 2020 via Zoom. Short-listed candidates will be notified and invited by email no later than 16th January 2020. Only successful applicants will be notified.

3. Expected start date: 1st March 2020 (or sooner)

Please email your CV and cover letter with two referees to Claire Magras at recruitment@sporthumanrights.org. In your cover letter you must address the above person specification to show your suitability for this role, and indicate how many hours per week you are applying for (4 or 5 days per week), and your location. Please also state where you saw the vacancy advertised. Any job offer will be subject to at least two satisfactory references for the successful candidate.

Applications from unsuccessful candidates will be held on file for 6 months after the end of the recruitment process.