



JOB DESCRIPTION

POST TITLE:	Communications and Networks Assistant
RESPONSIBLE TO:	Campaigns and Networks Director
LOCATION:	Rue de la Pépinière 10A 1000 Brussels Belgium
HOURS	Full time (38 hours per week). Evening and weekend work will be required from time to time.
SALARY	€27-€32,000 (including 13th month and holiday pay)

PURPOSE

To assist Fair Trials' Campaigns and Networks team in all aspects of the delivery of the organisation's communications and networking activities.

RESPONSIBILITIES

Communications

Support the Campaigns and Networks Team to implement Fair Trials' core communications strategy and to implement the communications features of specific advocacy plans.

Helping to maintain the Fair Trials' brand by reviewing communications content and other materials to ensure consistent application of the charity's visual identity.

Assist with the maintenance and development of Fair Trials core communications platforms (website, newsletter, core publications and social media), including by supporting the production of written and audio-visual content that is accurate, relevant, engaging and communicates the human impact of Fair Trials' work.

To support media work including monitoring, drafting and distributing press releases, producing copy and liaising with media outlets.

Support the Campaigns and Networks Team with monitoring Fair Trials' communications activities, including by gathering relevant statistical information, compelling images and quotes;

Coordinating weekly internal staff updates.

Networks

Coordinating communications with the Legal Experts Advisory Panel (LEAP – a network of over 200 criminal justice and human rights experts from across Europe), including through administering the LEAP Forum on the Fair Trials website.



Assisting the Campaigns and Networks Team with the coordination of LEAP, including coordinating surveys, contributing to the drafting of newsletters and helping to manage regular calls with LEAP Advisory Board members to ensure an appropriate two-way information flow.

Assisting with the logistical support for LEAP events, most prominently the LEAP Annual Conference, including: arranging venues, catering services and IT equipment and other relevant logistics as required by the event; and linking with speakers and attendees for invitations, reimbursement claims and other relevant issues.

General

Contributing to the development of strategy with respect to networks, core communications and campaigns as a member of the Campaigns and Networks Team.

Producing internal updates on the work of staff members across Fair Trials.

Administrative tasks (tender and administrative procedures in line with Fair Trials policies).

Support the development of fundraising applications for communications-specific projects and reporting to funders.

Carry out any other duties commensurate with the post.

Promote and implement Fair Trials' equal opportunities policy in all aspects of work

Person Specification

Essential

- Educated to degree level, or equivalent experience in a communications role within a campaigning organisation
- Fluency in English
- Excellent persuasive written communication skills
- 'A demonstrable commitment to human rights and the mission of Fair Trials'
- Professional experience of managing website content and social media accounts
- A quick learner with experience of working well under pressure
- Strong organisational skills including excellent time management and ability to manage deadlines and competing priorities
- Conscientious, with close attention to detail especially in written communications
- A team-player and a willingness to be flexible according to the current demands of the organisation
- Must have permission to work in Belgium

Desirable

- Knowledge of another European language would be an advantage
- Experience of being involved with campaigns, in grassroots or professional organisations.
- Experience of organising events