



JOB DESCRIPTION

POST TITLE:	Communications Officer
RESPONSIBLE TO:	Campaigns and Networks Director
HOURS	Full time (38 hours per week). Evening and weekend work will be required from time to time.
SALARY	EUR 28,000 to EUR 34,000 (including 13th month and holiday pay)
LOCATION:	Rue de la Pépinière 10A 1000 Brussels Belgium

PURPOSE

- Work with the Campaigns and Networks team to be responsible for Fair Trials' core communications that demonstrate the organisation's expertise and impact, communicate the importance of fair trial rights and meet the needs of the Fair Trials' stakeholders and beneficiaries, across all three offices.

RESPONSIBILITIES

Core Communications

Work with the Campaigns and Networks Team to ensure an effective and realistic core communications strategy which contributes to the delivery of the charity's strategic aims and monitoring and reporting on communications and campaigns activities.

Working as part of the Campaigns and Networks Team to ensure the delivery of Fair Trials' core communications strategy, including by:

- Helping to maintain the Fair Trials brand, developing and ensuring consistent application of the charity's visual identity and that of its subsidiary brands.
- Developing and applying consistent and compelling core messages about the charity's vision, mission, work and impact.
- Helping to manage the maintenance and development of all core communications platforms (website, newsletter, core publications and social media) ensuring they convey the charity's core messages, enhance its reputation and meet the needs of stakeholders and beneficiaries.
- Producing and coordinating the production of content for website, newsletter and core publications, ensuring content is accurate, up to date, timely, relevant and engaging.
- Increasing the charity's visibility and following by increasing traffic to the website, developing its social media profile, ensuring effective dissemination of core reports and encouraging key stakeholders to subscribe to regular updates.

- To expand, in particular, Fair Trials' communication of the human impact of its work through the use of photographs, personal testimony and video.
- To work closely with the Campaigns and Networks Team with the coordination and drafting of internal updates on the work of staff members.
- Helping to design outreach materials (infographics, invitations, posters, campaign materials, etc), working with external developers as needed;
- Helping to develop audio-visual content (to be posted on our website and available to the press, working with external developers as needed;
- To lead on media monitoring, and to look out for press opportunities consistent with Fair Trials activities across Brussels media and mainstream press; draft and distribute press releases; write and produce copy and liaise with media outlets; media monitoring;
- Helping to develop template documents and guidelines for the organisation's outputs and ensuring their appropriate circulation among staff.

Networks

Working with the Campaigns and Networks Team to help in the coordination of the Legal Experts Advisory Panel (a network of over 150 criminal justice and human rights experts from across Europe),

Work will include coordinating surveys, drafting and sending newsletters and helping to manage regular calls with LEAP Advisory Board members to ensure an appropriate two-way information flow.

Campaign and Project Communications

Working closely with the Campaigns and Networks Team and the broader Brussels staff team to ensure the timely delivery of project outputs, as required under project grants. This may include assisting in the development and production of human stories, engaging reports and other materials.

Events organisation

Assisting the Campaigns and Networks team, along with the broader staff team, with the logistical support for our events, most prominently the LEAP Annual Conference

This will include a range of tasks, including:

- Arranging venues, catering services and IT equipment and other relevant logistics as required by the event.
- Linking with speakers and attendees for invitations, reimbursement claims and other relevant issues

General

Linking with IT providers to solve any technical issues with the Brussels offices' IT infrastructure.

Carry out any other duties commensurate with the post

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

PERSON SPECIFICATION

Required

- Educated to at least degree level
- Fluency in English
- Excellent persuasive communication skills – verbal and written
- Confident in building and maintaining effective relationships with people across, and outside, the organisation
- Some work experience in communications
- A sound understanding of media work, online and social media and stakeholder communications
- A clear understanding of human rights and/or criminal law and sympathetic to the goals of Fair Trials
- Knowledge of website content and social media accounts
- A quick learner used to working well under pressure
- Excellent time management
- A team-player and a willingness to be flexible according to the current demands of the organisation
- Creativity and proactivity

Desirable

- Experience of website maintenance, or other CMS or graphic design software would be an advantage; or of video/image editing
- Knowledge of another European language would be an advantage