

Vacancy Announcement

Communications and Project Coordinator

Title: Communications and Project Coordinator

Location: UK (able to commute into the London office 2x per week)

Duration: 24-month contract (renewable subject to funding)

Reports to: Operations and Special Projects Manager

Contract type: Full time, 40-hours

Compensation: GBP 32-36,000 per annum (depending on experience)

Applications close: 6 November 2024; applications will be reviewed on a rolling basis

Start date: Position is available immediately

Interviews: To be held 8 & 11 November 2024

All Survivors Project

All Survivors Project (ASP)'s mission is to support global efforts to eradicate conflict-related sexual violence (CRSV) and strengthen national and international responses to it through research and action on CRSV against men and boys. Working with victims/survivors and in partnership with national and international actors on the ground, ASP undertakes long-term, in-depth work on selected conflict-affected countries, currently Afghanistan, the Central African Republic, Colombia and Ukraine. ASP has a team of full-time and part-time staff members in the UK, Europe and Colombia.

About the role

ASP is seeking a dynamic and experienced Communications and Project Coordinator who will be responsible for driving ASP's external visibility and engagement through strategic communications, brand management, and media relations. Working closely with the Operations and Special Projects Manager, as well as national teams, you will play a pivotal role in a growing international organisation. This role demands a well organised individual who will develop and implement a comprehensive communications strategy to increase ASP's reach and brand awareness and maximise income.

Applicants must have the legal right to work in the United Kingdom. Visa sponsorship is not available, and no payment is available for relocation. The role requires a hybrid of home and office-based working. ASP accommodates flexibility in working hours. Given the needs of a small organisation, you may be requested to work beyond these hours on occasion.

Core Duties & Responsibilities

1. Strategy

- *Communications strategy:* Support the development of a strategic communications plan, in close collaboration with national teams, to amplify ASP's work, as well as the broader issue of CRSV against men and boys. Maintain a communications calendar to map out key dates and activities.
- *Monitoring and evaluation:* Monitor and evaluate the effectiveness of our communications work, ensuring lessons are learned and continuous improvement is achieved. Monitor key developments in relation to CRSV against men and boys in the global sphere.

2. Brand and communications

- *Brand management:* Ensure consistency in the charity’s key messages, visual identity, style, tone, and language across all internal and external platforms and communications.
 - *Content creation and development:* Conceptualise, coordinate, and deliver innovative social media content, videos, newsletters, website copy, and other digital/print products that drive engagement with key audiences.
3. Media and public relations
- *Media relations:* Proactively develop relationships with journalists to secure media coverage, including op-eds and features in news reports. Build and maintain strong relationships with media contacts.
4. Digital and social media management
- *Social media & website management:* Manage our social media channels (LinkedIn, Twitter, Instagram) and website (WordPress), ensuring regular updates, high-quality content, and improved user engagement.
 - *Website improvement:* Maintain and improve the website, ensuring it is up-to-date and aligned with communications goals.
 - *Email marketing:* Manage our email marketing platform (MailChimp).
5. Internal engagement
- *Team meetings:* Organise team meetings, writing agendas, taking minutes, distributing materials and following up on action points.
 - *Information management:* Manage Tresorit, our cloud storage system.
6. Other responsibilities
- Provide ad-hoc support to the Executive Director.
 - Undertake other relevant activities to support ASP’s overall goals and mission.

The post holder will be expected to comply with all ASP policies and procedures. ASP has clear commitments to safeguarding all those it is in contact with, directly or indirectly, and the postholder will be required to work within ASP’s Safeguarding Policy and Code of Conduct. Pre-employment recruitment checks will reflect these safeguarding commitments.

Person specification

	Essential	Desirable
Knowledge & experience	<ul style="list-style-type: none"> • Experience working in a similar role, within a human rights I/NGO and civil society organisation. • Experience building and executing communication strategies, particularly in human rights • Proficiency in digital marketing channels, including social media and email marketing 	<ul style="list-style-type: none"> • Website management • Familiarity with international development or human rights issues, particularly conflict-related sexual violence • Knowledge of GDPR/data protection regulations
Skills & abilities	<ul style="list-style-type: none"> • Fluency in spoken and written English • Strong project coordination skills • Excellent written and verbal communications skills • Strong research, copywriting and editing skills • Ability to adapt communication style based on context and audience needs 	<ul style="list-style-type: none"> • Knowledge of French, Spanish, Arabic and/or Ukrainian • Visual content creation skills, such as graphic design or video editing

	<ul style="list-style-type: none">• Ability to handle confidential information with discretion• Creative and innovative approach to communications	<ul style="list-style-type: none">• Knowledge of UK/Global media context
Personal qualities	<ul style="list-style-type: none">• Proactive and able to hit the ground running• Organised and methodical, with attention to detail• Discreet and able to manage confidential information• Committed to the mission and values of ASP• Adaptable and open to learning in a dynamic environment• Confidence in managing competing priorities and delivering work on time, even under pressure• Strong interpersonal skills, with the ability to work both independently and collaboratively as part of a small team	

How to Apply

Deadline for applications is midnight **6 November 2024**. Please submit the following in English to recruitment@allurvivorsproject.org with the subject heading “**Application: Communications and Project Coordinator**” to be considered for this vacancy:

1. A **cover letter** describing your interest in the position and highlighting your relevant experience (maximum one page).
2. **Resume or CV**; and
3. **Names and contact details** for two professional references (ASP will not contact references without your permission).

Please only submit files in PDF file format, zipped files will not be opened. Applications will be reviewed on a rolling basis until the deadline.

All Survivors Project is committed to fairness, equality, and justice for all. We value a diverse workplace and encourage applications from people of colour, LGBTI+/SOGIESC individuals, people with disabilities, members of ethnic minorities, and other minoritised groups and diverse backgrounds.