



Jesuit Refugee Service UK
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Job Description: Communications Assistant

JRS mission and work

The Jesuit Refugee Service (JRS) is an international Catholic organisation, at work in 50 countries with a mission to accompany, serve and advocate on behalf of refugees and other forcibly displaced persons. JRS in the UK has a special ministry to those who find themselves destitute as a consequence of government policies and those detained for the administration of immigration procedures. JRS UK runs a day centre, activities and hosting scheme (*At Home*) for destitute people seeking asylum; detention outreach services to Heathrow IRC and has just begun a new legal advice service. The work of JRS UK is carried out in collaboration with other JRS offices around the world, other Church and secular organisations, voluntary and governmental, which are active in the same field.

JRS values

JRS is grounded in Catholic Social Teaching and draws on the charism and principles of Ignatian spirituality. Staff and volunteers share a common set of values concerned with justice and the dignity of the person. As a Jesuit work, participative discernment and reflective practice are part of our ethos. If the successful candidate is not familiar with the spirit and charism of the Jesuits, there will be the opportunity to develop it through training, workshops and days of retreat.

Job Title: Communications Assistant

JRS UK is seeking to recruit a full-time Communications Assistant, to support our communications and fundraising activity. The external communications of JRS UK seek to be clear and balanced, and congruent with our values, protecting and highlighting the dignity of refugees at all times. We place a high value on encouraging refugee participation in, and shaping of, our messaging. The Communications Assistant is a dynamic and varied role developing written and visual content which: raises awareness of the situation faced by people seeking asylum and experiencing immigration detention in the UK; the work JRS does in response and the teaching of the Church in this area; and the difference our work makes to individuals lives. Through all our communications we seek to engage existing and new supporters of JRS, particularly among the Catholic Community, as well as influencing public debate and opinion. The role will involve working with digital and social media, alongside traditional print media.

This role would suit a creative individual with outstanding written communications skills who is passionate about supporting refugees and asylum seekers. You will have strong attention to detail, experience in working in communications, excellent organisational skills, and a flexible approach to a demanding workload. The role involves working alongside refugees and volunteers from varied backgrounds, so high levels of empathy and sensitivity are essential, along with an enthusiasm for working in a small and dedicated team. Much of our communications material directly engages with the faith-basis of our mission so enthusiasm and an aptitude for developing our resources in this area is essential for this role. The role will involve some evening, weekend, and 'duty communications' work, for which time off in lieu should be taken.

Key relationships

- The role reports to the Communications and Development Manager;
- The post holder will build relationships of trust with refugees accompanied and served by JRS;
- The post holder will need to build strong working relationships with JRS UK staff and volunteers.

Key Responsibilities

Online and offline communications

- Co-ordinating the production and mailing of weekly e-update mailings using MailChimp, including drafting written copy, commissioning and editing written copy from other JRS team members, sourcing images, and co-ordinating layout;
- Co-ordinating and developing monthly prayer e-mails for supporters;
- Co-ordinating the production of Lent and Advent resources for supporters which integrate refugee experiences, scripture and spiritual reflections;
- Producing a monthly newsletter for Jesuit Communities;
- Ensuring the JRS UK website is regularly updated with accurate information;
- Leading and co-ordinating the JRS UK blog, including drafting copy and commissioning contributions from others in the team; ensuring regular blog updates are posted;
- Leading our social media communications, ensuring that all the JRS UK social media channels are up-to-date and balanced, monitoring stakeholder's channels and sharing where appropriate;
- Co-ordinating the production of quarterly postal newsletter mailings, including drafting copy, commissioning and editing copy from other team members, sourcing images, and co-ordinating layout;
- Supporting the Communications and Development Manager in drafting Annual Reports.

Press and Media

- Producing a daily press briefing for the JRS UK team;
- Monitoring and tracking JRS UK's press coverage, and producing regular reports;
- Generating and maintaining up-to-date media contact lists;
- Leading the drafting of press statements and responding to journalists;
- Supporting requests for information about JRS's work from Jesuit works and JRS offices.

Analytics & analysis

- Making use of online analytic tools (predominately through Google Analytics, MailChimp, and Facebook) to regularly collect data and analytics of JRS UK online presence, and producing regular reports based on this;
- Making use of Salesforce database to keep accurate records of correspondence.

General

- Maintaining a high standard for written copy and content, meeting branding and style guidelines;
- Accompanying refugees to gather testimony for JRS communications work and encouraging them to share their experiences in their own words;
- Supporting the implementation of the Communications and Fundraising strategies;
- In collaboration with the Community Outreach Officer, accompanying refugees to speak for themselves at events;
- In collaboration with the Community Outreach Officer, speaking at parish events, schools and religious conferences about JRS' work;
- Supporting the Communications and Development Manager to report to the Director and the JRS governance committee.

Person specification

Essential

- Sympathy and congruence with the values of JRS;
- Enthusiasm for working within a faith context and for engaging with parishes and religious congregations;
- High levels of personal integrity and respect for others, working with emotional intelligence and empathy;
- Outstanding written communication skills;
- Proven ability to tailor written tone and content to different platforms and audiences;
- Ability to work flexibly as part of a small and varied team;
- Excellent organisational skills;
- Enthusiasm to meet concurrent deadlines in a dynamic environment, ability to plan and prioritise a complex and varied workload;
- Initiative to solve problems, working proactively and collaboratively as part of a team;
- Attention to detail;
- At least 2 years' activity on social media (personal or professional);
- Excellent knowledge of Microsoft Office suite;
- Minimum of 1 years' experience of communications work;
- University educated, with a 2:1 or higher, or equivalent.

Desirable

- Prior experience of supporting and accompanying refugees and asylum seekers;
- Understanding of and with familiarity of Catholic Social Teaching;
- Familiarity with the Ignatian charism;
- Familiarity with the Christian calendar;
- Experience of working in a faith-based organisation;
- Experience of using Mailchimp (or similar) mailing software;
- Experience of using Hootsuite (or similar) scheduling software;
- Familiarity with desktop publishing software (e.g. Photoshop, InDesign).

The person must be permitted to work in the UK; (JRS UK is not able to obtain a work visa for this post).

Duration:	18 month fixed-term contract; potentially renewable
Salary:	£23 - 26 K pa; full time
Pension:	Additional 10% of salary of employer's contribution