

## **Job Description:**

### **Communications Editorial Assistant**

#### **JRS Mission and Work**

The Jesuit Refugee Service (JRS) is an international Catholic organisation, at work in over 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, recreational activities and hosting scheme (*At Home*) for destitute asylum seekers, detention outreach services to Heathrow IRC, and a specialist 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.

#### **Communications Editorial Assistant**

JRS UK is seeking to recruit a full-time Communications Editorial 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 as an organisation, protecting and highlighting the dignity of refugees at all times. We place a high value on encouraging refugee participation in, and the shaping of, our messaging. The Communications Editorial 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 difference supporters donations 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 in supporting refugees and asylum seekers. The postholder will have strong attention to detail, experience of working in communications, excellent organisational skills, and a flexible approach. 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.

## Responsibilities

- Ensuring refugee voice and experience is championed throughout all JRS communications.

### Online and Offline Communications:

- 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 social media communications, creating new visual content and 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 and mailing of weekly e-mails using MailChimp, including drafting written copy, commissioning and editing written copy from other JRS team members, sourcing images, and co-ordinating layout;
- Producing a monthly newsletter for Jesuit Communities and volunteers;
- Co-ordinating and developing monthly prayer e-mails;
- Co-ordinating the production of seasonal prayer resources which integrate refugee experiences, scripture and spiritual reflections;
- Co-ordinating the production of quarterly postal newsletter, including drafting copy, commissioning and editing copy from others, 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 & JRS offices.

### Analytics and Analysis:

- Making use of online analytic tools (predominately through Google Analytics, MailChimp, and Hootsuite) to regularly collect data and analytics of JRS UK online presence, and producing regular reports based on this.

### General:

- Maintaining a high standard for written copy and content, meeting JRS branding and style guidelines;
  - Accompanying refugees to gather testimony for JRS communications & fundraising work and encouraging them to share their experiences in their own words;
  - Sharing and promoting the impact supporters' donations have on the lives of refugees;
  - 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 UK governance committee.
- To undertake such other duties and responsibilities as the Communications and Development Manager or Director may from time to time request. JRS UK is a small team and all staff are occasionally called upon to support the work of others.

## 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;
- Demonstrable ability to tailor tone and content to different platforms and audiences;
- Ability to work flexibly as part of a small and varied team;
- Excellent organisational skills;
- Ability 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;
- Minimum of 1 years' experience working in a communications environment;
- Excellent knowledge of Microsoft Office suite;
- University educated, with a 2:1 or higher, or equivalent.

### Desirable

- 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);
- Prior experience of supporting and accompanying refugees and asylum seekers;
- Experience of working in a faith-based organisation;
- Understanding of and with familiarity of Catholic social teaching;
- Familiarity with the Christian calendar;
- Familiarity with the Ignatian charism.

### Key relationships

- Reports to the Communications and Development Manager;
- You will need to build relationships of trust with refugees served by JRS;
- You will build strong relationships with donors to JRS UK;
- You will need to build strong working relationships with JRS UK staff and volunteers.

**Duration:** 18 month fixed-term contract; potentially renewable  
**Location:** Wapping, London  
**Salary:** £23 – 27K pa; full time  
**Pension:** Additional 10% of salary of employer's contribution

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