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## **Job Description: Communications and Events Assistant**

### **About JRS**

The Jesuit Refugee Service (JRS) accompanies, serves and advocates alongside and for the rights of refugees and forcibly displaced people. JRS in the UK supports people made destitute by the asylum process through advice and casework, practical support, emotional befriending and accompaniment, a programme of creative and therapeutic activities, accommodation, and specialist legal advice. JRS UK also runs a detention outreach service supporting people detained for the administration of immigration procedures at Harmondsworth and Colnbrook, including befriending, social visiting, and casework support. JRS UK undertakes research for advocacy to policy makers, alongside communications and community outreach, to raise awareness of the real situation facing asylum seekers and to argue for a change in policies that undermine their dignity and a just society.

JRS UK is based in the Hurtado Jesuit Centre in Wapping, East London. JRS UK currently has 29 full and part-time staff and around 100 volunteers, drawn from a wide variety of backgrounds, nationalities and generations; people of all faiths and none; including refugees, young graduates and vowed members of religious congregations. This diversity of perspectives and experience is a source of particular strength for JRS' work. We work collaboratively with JRS offices around the world, other Jesuit projects in the UK and many others in the Church and wider refugee sector.

### **A Global Mission**

The Jesuit Refugee Service (JRS) is an international Catholic organisation with a shared global mission to accompany, serve and advocate alongside and for the rights of refugees and forcibly displaced people. JRS' work is based on hospitality, carried out in a spirit of compassion and solidarity, encouraging participation and community, aiming to kindle hope, secure justice and affirm the dignity of refugees and forced migrants.

JRS' values and ways of working are rooted in Catholic Social Teaching and Jesuit (Ignatian) spirituality: JRS actively encourages reflective practice and participative decision-making at all levels of the organisation, as well as investment in, and care for our staff and volunteer teams.

## Communications and Events Assistant

JRS UK is seeking to recruit a full-time Communications and Events Assistant to support our fundraising and advocacy work, helping to achieve our vision of a world where people forced to flee their homes are welcomed with love; to support our communications work amidst an increasingly polarised rhetoric and hostile environment aimed at migrants and refugees; and to support our outreach and community events.

This is a dynamic and varied role, reporting to the Community Engagement Officer, the main focus of which will be to assist in the development of written and visual content for our digital communications and social media. The content will focus on raising 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. You will also work in the organisation of and participation in various events such as report launches, carol services, and volunteering fairs.

We place high value on encouraging refugee participation in, and the shaping of, our messaging and events, and the Communications and Events Assistant will play a key part in ensuring this.

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 seek to engage existing and new supporters of JRS, particularly among the Catholic Community, as well as influencing public debate and opinion.

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.

We welcome and encourage applications from people with experience of seeking safety in the UK.

## Specific Responsibilities

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

### Digital and Offline Communications:

- Support the team in the development, management and maintenance of the JRS UK website;
- Working with the Community Engagement Officer to develop engaging and compelling written, audio & visual content for the JRS UK blog, including drafting and commissioning contributions from others in the team, and ensuring regular blog updates are posted;
- Working with the Community Engagement Officer to develop social media content, including evergreen content, and lead in the day-to-day maintenance and monitoring of our social media accounts;
- Working with the Community Engagement Officer to ensure the production and mailing of e-Updates and other digital mailings to supporters (such as volunteer and prayer newsletters).
- Co-ordinate the production of physical mailings (e.g., Christmas Card and fundraising appeals) to supporters;
- Assist the Community Engagement Officer in co-ordinating and developing content for the quarterly postal newsletter.

### Events

- Support external, internal and virtual events, such as the annual Advent Service, report launches, and other events;
- Occasionally assisting the Community Engagement Officer to accompany refugees to speak for themselves at external events;
- Occasionally assisting the Community Engagement Officer with outreach activities at parishes, schools and other settings.

### Asset Management:

- Manage our digital photography and video content, ensuring it is fit for purpose across all channels, and keeping record of informed consent.

### Analytics and Analysis:

- Regularly analyse web traffic and social media engagement and report back to the team, informing future activity and planning.

### General:

- Maintaining a high standard for written copy and content, meeting JRS branding and style guidelines;
- Sharing and promoting the impact supporters' donations have on the lives of refugees;
- Supporting the implementation of the Communications, Fundraising and Advocacy strategies;
- Supporting the Community Engagement Officer to report to senior management and the JRS UK governance committee;
- Support the day-to-day work of the Communications, Fundraising and Advocacy team, particularly surrounding communications work and events;
- Undertake such other duties and responsibilities as the Community Engagement Officer/Head of Communications, Fundraising and Advocacy 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 and enthusiasm for JRS' mission of accompaniment, service and advocacy on behalf of refugees;
- Enthusiasm and willingness to learn and develop;
- Excellent computer and IT skills;
- Visually creative, with a keen eye for online design;
- High levels of personal integrity and respect for others, working with emotional intelligence and empathy;
- Outstanding written communications skills;
- Ability to tailor tone and content to different platforms and audiences, or a willingness to learn;
- Ability to work flexibly as part of a small and varied team;
- Excellent attention to detail;
- Ability to meet concurrent deadlines in a dynamic environment;
- Initiative to solve problems, working proactively and collaboratively as part of a team;
- Experience of working – or volunteering – with digital communications;
- Experience of managing multiple social media channels, or a willingness to learn.

### Desirable

- Enthusiasm for working within a faith context and for engaging parish and religious congregations;
- Experience of using Mailchimp (or similar) mailing software;
- Experience of using Hootsuite/ Meta Business Suite (or similar) scheduling tools;
- Experience of Google Analytics;
- Familiarity with design software;
- Experience of event design and management;
- Experience of working or volunteering in a faith-based organisation or similar setting;
- Experience of working with refugees and migrants;
- Understanding of and familiarity with Catholic Social Teaching
- Familiarity with the Christian Calendar;
- Familiarity with the Ignatian charism.

**Hours:** Full-time (37.5 hours)

**Duration:** 18-months, with potential to renew

**Location:** JRS UK Office, Hurtado Jesuit Centre, Wapping, London, E1W 2QT  
Opportunity for some hybrid/home working.

**Salary:** £25,500 - £27,000 per annum depending on experience

**Pension:** Additional 10% of salary of employer's contribution

**We particularly encourage applications from people who have first-hand experience of the UK asylum or immigration system.**

**You must be permitted to work in the UK. JRS UK is not able to obtain a work visa for this post.**