



MLDI

Media Legal
Defence Initiative

Communications Officer

<u>Responsible to:</u>	Development Director
<u>Salary range:</u>	£28,000 - 32,000 per annum
<u>Key relationships:</u>	Monitoring, Evaluation and Learning Officer, Legal Director
<u>Location:</u>	MLDI, the Foundry, 17 Oval Way, London SE11 5RR
<u>Hours:</u>	Full time: 37.5 hours (flexi-time), occasional evening and weekend work

Media Legal Defence Initiative is an international charity that provides legal defence to journalists around the world, ensuring they can continue to report on issues of public interest. We pay legal fees and provide technical legal expertise, engage in strategic litigation, make grants to national legal defence organisations, and deliver media law training and networking programmes to lawyers. We launched in 2008 with three staff and a handful of cases. Ten years later, we are actively supporting over 250 cases in 50+ countries.

We are a dynamic and fast-growing organisation looking for a proactive, creative and experienced communications expert to help us create an engaged community around our work.

Role Summary

As Communications Officer, you will play a key role in enhancing MLDI's visibility and reach and communicating MLDI's work to new and existing audiences. You will produce and commission content to demonstrate the impact of MLDI's work and coordinate internal and external publications, including the production and communication of impact reports and annual reviews. You will use and develop our visual and brand identity and lead our digital engagement. You will be an effective communicator with excellent project management skills, a creative and strategic mind and with excellent writing and editing abilities.

Main Responsibilities:

- Commission and produce content such as news stories, videos, case studies, press releases, digital and print marketing material, which will include managing external providers, ensuring the MLDI brand is accurately presented and that materials are delivered on time and to budget.
- Coordinate and manage MLDI's social media presence, ensuring there is engaging and inclusive content.
- Together with other members of your team in the Development Cluster, establish a CRM to build an engaged community around our work, and produce MLDI's email communications/newsletters to regularly connect with and inform supporters.
- Support the development and re-launch of MLDI's website; maintain and update the website.
- Run digital analytics, social media and media citation reports to evaluate, learn from and improve our communications.

- Identify external press and PR opportunities, developing relationships with relevant journalists or specialist media outlets.
- Provide fundraising support in the form of proposal writing, as requested.
- Manage Communications volunteers and consultants to assist with the above.
- Identify and carry out any other duties which fall within the scope, spirit and purpose of the post as requested.

Person Specification

- Highly organized with excellent time management and project management skills, and an ability to see the big picture and think strategically.
- Ability to work under pressure and to deliver to deadline.
- Excellent writing, editing and proofreading skills, with the ability to communicate technical and complicated information effectively.
- Experience of marketing and communications, preferably in the human rights/legal/media sector.
- Experience of managing, working with and commissioning external suppliers and freelancers in relation to the production of communications material.
- Experience in the digital user experience.
- Experience of writing and managing content for social media.
- Experience of developing and delivering e-communications and using relevant databases or software e.g. Mailchimp, Customer Relationship Management (CRM) systems.
- Experience of using a Content Management System (CMS) to manage web content
- Excellent interpersonal and communication skills, a collaborative working style and a pleasant, engaging manner in interacting with stakeholders, colleagues and the general public, with the ability to work at all levels of an organisation and influence beyond line management boundaries.
- Experience of website design desirable. Basic graphic design, photography and video editing skills desirable
- Experience of, and an interest in, international human rights, law or journalism desirable.
- Right to work in the UK.

MLDI is an equal opportunities employer committed to selecting candidates for employment based on aptitude and ability

To apply for this role, please email your CV and covering letter referencing 'Communications Officer' to recruitment@mediadefence.org.

Closing date: 30 September 2019

*(Only shortlisted candidates will be contacted.)