



COMMUNICATIONS & EVENTS OFFICER

JOB DESCRIPTION & PERSON SPECIFICATION

OVERVIEW

Title:	Communications and Events Officer
Responsible/Reports to:	Communications Manager
Contract:	Fixed-Term (3 years)
Hours:	Full Time (35 hours per week)
Location:	Based in central London.
Salary:	£28,000

A4ID is a charity with a vision to see the law and lawyers play their full part in the global eradication of poverty. A4ID seeks to be an authoritative voice of the legal community, to inspire and enable lawyers to join the global fight against poverty, and to ensure that legal support is available for those engaged in that fight.

A4ID is currently working hard to make its vision and mission a reality through its innovative pro bono broker service and bespoke pro bono projects; its respected education and training programmes, its acclaimed thought leadership and policy work; its Rule of Law Expertise UK Programme; and its international project work.

ABOUT ROLE UK

The Rule of Law Expertise (ROLE UK) programme is funded by the Department for International Development (DFID) under the UK Government Overseas Development Assistance. In recognising the intrinsic link between improved rule of law and poverty reduction, the programme's overall goal is to contribute towards poverty reduction, accountability and human rights through Rule of Law interventions including, but not limited to, improving policies, laws, institutional capacities, procedures and practices within legal and judicial systems in developing countries.

ROLE UK supports partnerships between the international development and legal pro bono sectors through the delivery of strategic rule of law assignments for the reduction of poverty in developing countries. ROLE UK facilitates assignments utilizing pro bono legal and judicial expertise as technical assistance towards development objectives/outcomes and offers some funding support.

ROLE DESCRIPTION

Communications is a new and exciting area of our work, and the organisation needs to show lawyers and civil society how the law can help change lives. Your role will be to generate interest in our work, communicate our activities and continually find ways to bring the legal and development sectors together. You will be reaching out to a diverse audience that includes the legal and judicial sector, civil society organisations, UK and overseas governments.

The ideal candidate will possess a solid understanding of graphic design principles and practices, a keen ability to develop a concept and excellent communication, organisation and problem-solving skills. This is an exciting opportunity for somebody with a flair for design and a passion for driving engagement to make a real difference.

Working full time, the post holder will support the Communications Manager and the team to deliver all communications activities, including content generation, promotion of events and driving audience engagement.



KEY RESPONSIBILITIES

Communications

- Create and produce high quality, relevant and compelling print and digital content that highlight our work, promote technical assistance best practice and drive behaviour for our key audiences
- Develop clear, creative and compelling graphic design solutions using clean layout, typography, appropriate colour palettes, photography, infographics and more for use in a wide range of print and digital communications outputs such as brochures, newsletters, event materials, knowledge products, reports, social media and our website.
- Strengthen the A4ID and ROLE UK presence across our social media channels, ensuring we are engaging our communities online and participating in ongoing conversations.
- Assist with the dissemination and promotion all knowledge hub activities and outputs
- Assist with regular exchange of knowledge, insight and resources with relevant organizations.
- Ensure brand consistency and high production quality across all communications and marketing outputs
- Report on web metrics, i.e. user traffic, online mentions, social media engagement statistics – and continually seek out ways to improve engagement
- Proactively assist with any other communications activity as required

Events

- Assist the wider team with the promotion and marketing of all learning events, conferences, meetings, seminars
- Support with preparation of materials, info packs, feedback forms
- Ensure that feedback is collated and analysed post each event
- Provide periodic progress reports to the Comms Manager
- Propose innovative ideas for events and continually seek to improve event marketing
- Assist with developing an Events and Promotion strategy and an Events Calendar

PERSON SPECIFICATION

Essential skills and experience

- Graphic design / content production / marketing experience
- Excellent working knowledge of InDesign and Photoshop
- Ability to take a verbal or written brief and interpret into design
- Confidence to present your designs and openness to feedback
- Strong experience using social media or other forms of digital marketing to drive engagement
- Excellent communication skills, a keen eye for detail and the ability to deliver on time
- Demonstrable organisational skills and an ability to respond flexibly to opportunities and requests, at times with little notice
- Passion for your work and a head buzzing with creative ideas
- A sense of curiosity and a willingness to learn

Desirable

- Interest in international development and the law.
- Understanding and experience of WordPress Content Management Systems.

TO APPLY

- Please download and fill the Application Form along with a completed Recruitment Monitoring Form
- 4-6 previous work samples (print and digital) that demonstrate the range of your design and content production skills.



Advocates for International Development
Lawyers Eradicating Poverty



Please email these across to raahat.currim@a4id.org

If you have any queries about the role, please email raahat.currim@a4id.org



A4ID is a registered charity in England and Wales no 1118565, and a registered company limited by guarantee in England and Wales no 5907641, registered address The Foundry, 17 Oval Way, London, England, SE11 5RR, tel 0203 752 5658, e: info@a4id.org