

JOB DESCRIPTION: COMMUNICATIONS, RESEARCH AND ADVOCACY OFFICER

The closing date for applications is **6 pm on Wednesday 11 July 2018**.

To apply please send us:

- A covering letter explaining how you meet the criteria set out in the person specification and why this role interests you. Please provide sufficient relevant evidence, including examples.
- A CV including your employment history (both paid and unpaid), relevant achievements in recent roles, educational and professional qualifications and latest remuneration. Please also include your preferred contact details.
- Details of two people who have agreed to act as a referee for you. One referee should be your current or most recent employer. We would not contact the referees without your permission.
- (Voluntary) The equality and diversity monitoring form that you can find at: <http://justfair.org.uk/vacancies/>

Applications should be sent to info@just-fair.co.uk

Please write 'Application – Communications, Research and Advocacy Officer' as the email subject.

You should expect an acknowledgement of receipt within 24 hours during weekdays. If you have not heard from us by then, please resend the email and/or contact us via phone (02070923408) or Twitter (@justfairUK).

Interviews will take place in London in **the w/c 16 July**.

We would consider a combined application for both this role and the Growth and Operations officer as a full time position. You can find the job description here: <http://justfair.org.uk/vacancies/>



ABOUT JUST FAIR

Just Fair is a registered charity founded in 2011. We monitor and advocate for economic and social rights in light of international human rights law. Economic and social rights include the rights to health, education, housing, food, water, social security, and just and favourable working conditions.

Our vision is that of a country where all human rights are fulfilled for everyone. We make more people aware of their rights, urge authorities and private actors to respect and protect economic and social rights, and encourage individuals and civil society groups to champion these rights alongside civil and political rights.

We produce high quality research about human rights, monitor and campaign for economic and social rights in the UK, respond to public consultations and parliamentary inquiries and conduct training and other events about economic and social rights.

Just Fair submits evidence to the UN treaty monitoring bodies and engages with international collaboration around human rights.

Together with our friends the Equality Trust, Just Fair leads the campaign [#1forEquality](#) to bring the socio-economic duty (section 1 of the Equality Act 2010) to life.

You can find further information about Just Fair on our website: www.justfair.org.uk

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Communications, Research and Advocacy Officer (Part-time)
Accountable to:	Policy Director
Location:	Office in Central London (Holborn) with the possibility/expectation of some work remotely. At least for now you will have to use your own laptop.
Salary:	£29,575 pro rata Pension scheme with 8% employer contribution
Duration:	2 years, with 6-month probation period, and a possibility of extension.
Working hours:	Between 2 and 3 days (14-21 hours), to be discussed. We would consider a combined application for both this role and the Growth and Operations officer as a full time position. You can find the job description here: http://justfair.org.uk/vacancies/
Job purpose:	<p>We are looking for a person committed to the cause of social justice and human rights. Familiarity with international human rights law and with domestic law on socio-economic rights will be valued.</p> <p>You will have policy research, campaigning and communications experience, using both conventional and social media. You will bring a dynamic and imaginative approach to the role, with the ability to adapt to the requirements of a particular task. You will enhance Just Fair's capacity to meet its strategic goals and advance social justice in the UK.</p> <p>As part of a small team you will be able to work independently and use your initiative effectively. You will be expected to have excellent office skills and the ability to work flexibly where required. Telephone/internet meetings will not be uncommon. You will have to work with and sometimes manage volunteers.</p> <p>It will not be possible to obtain a work permit for this position. You must be fully eligible to work in the UK.</p>

Main duties and responsibilities

1. Implement Just Fair's campaigning work for economic and social rights
2. Work closely with Just Fair's civil society partners.
3. Develop and deliver our external communications strategy, including liaising with journalists and managing the website and social media profiles.
4. Conduct desk research and field research as required.
5. Contribute to a healthy and friendly work environment.
6. Be ready to undertake other reasonable activities in line with the role.
7. Work closely and under the direction of the Policy Director and be ready to contribute to Just Fair's work.

Requirements

1. Familiarity with human rights law and practice.
2. Strategic thinking and the ability to translate relatively complex policy issues into accessible and persuasive language.
3. Excellent writing skills and editorial judgement.
4. Proven ability to write research papers.
5. Experience producing communications and campaigning material, including visuals and infographics.
6. Ability to plan, prioritise and deliver to tight timescales and to manage several projects simultaneously.
7. Ability to work with Wordpress, social media and common office tools.
8. Experience working with and coordinating volunteers.
9. Ability and readiness to work flexibly and remotely.
10. Ability to work effectively as part of a small team.
11. Proficiency in English.

12. Commitment to the principles and values of equality, social justice and human rights.

Desirable

1. Experience working with international human rights law, including economic and social rights.
2. Good knowledge and experience of UK parliamentary procedures.
3. Experience dealing with journalists.
4. Experience in field research, including interviewing, focus groups, methods and research agenda. Willingness to learn.
5. Past use of Wordpress and Google Analytics.
6. Artistic expressiveness and experience using arts in campaigning.
7. Experience in training delivery and/or event facilitation.
8. Experience organising events.
9. NGO/charitable fundraising experience.
10. Ability to write, speak and read in other languages.