

just**fair**

**Application Pack**  
**Research and Communications Officer**

**Closing date for applications: 9am Tuesday 7 June 2022**

## Research and Communications Officer

### Recruitment timetable

What	When
Deadline for applications	9am Tuesday 7 June 2022
Interviews 1	Tuesday 14 June 2022
Interviews 2 (if required)	Thursday 16 June 2022
Decision made and successful applicant notified	w/c 20 June 2022

### How to apply

Please complete the Application Form and Equal Opportunities Monitoring Form and attach a CV outlining your career (paid and unpaid work), with any academic and professional qualifications, to date.

Send the three documents by **9am on Tuesday 7 June by email** to Kate Ewing on [info@justfair.org.uk](mailto:info@justfair.org.uk).

We are aiming for this recruitment process to be as accessible and equitable as possible, and we encourage potential applicants to email the Director, Jess McQuail at [info@justfair.org.uk](mailto:info@justfair.org.uk) if you would like a confidential conversation or have any questions or need more information on how to apply.

As part of any recruitment process, Just Fair collects and processes personal data relating to job applicants. Just Fair is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read the privacy notice attached.

### Equal opportunities

We are committed to promoting equal opportunities in employment. All applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation (Protected Characteristics). We are aware political opinion is also a Protected Characteristic in Northern Ireland.

## **About Just Fair**

We are a small specialist human rights charity working on economic, social, and cultural rights (ESCR) in the UK.

Founded in 2010, we combine specialist ESCR monitoring and evidence-based research, campaigns and advocacy with movement building around social rights.

You can read our current strategy [here](#). At the heart of our theory of change is a commitment to bring about social justice through the better protection, respect, and fulfilment of ESCR.

## **We seek to achieve this change by working on the following:**

1. ESCR monitoring and evidence-based research
2. ESCR campaigns and advocacy
3. Social rights movement building
4. ESCR communications and awareness building

We have an engaged and active trustee board and a small staff team, which we are seeking to grow. We are currently funded by the Joseph Rowntree Charitable Trust, the Tudor Trust, the Legal Education Foundation, the National Lottery Community Fund, the Disrupt Foundation, and the Law Society Charity.

We are a registered charity, no. 113184 and Private Company Limited by guarantee, company no. 07394478.

You can read more about our work on our [website](#).

## **Background to the role**

Everyday rights such as housing, health, food, and social security are not recognised, incorporated, or fully implemented in the UK; and many people do not have the knowledge or skills to claim their economic, social, and cultural rights (ESCR), and hold those with duties and obligations to account. These challenges were already formidable before Covid-19 laid bare the historic and structural inequalities that already existed between us.

To help us meet these challenges, we have created this new post.

The post will be supported by a Communications Advisor, who will provide monthly support with communications strategy, planning and prioritisation; and be managed by the Head of Policy, Research and Campaigns.

## **About you**

You will be committed to social justice and human rights, and the power of communities to make change from a rights-based perspective. You will have a good understanding of economic, social, and cultural rights in the UK, and be a skilled researcher and communicator.

You will be resourceful, positive, and relish a challenge.



We are committed to supporting professional development, so do consider applying if you think you meet most of the person specification.

You will be working with our staff team; trustee board; and external stakeholders – including people with lived experience of rights violations – to deliver on two interconnected strands, Just Fair’s:

- **Research** on ESCR in the UK
- **Communications**

## Research and Communications Officer

### Job description

<b>Accountable to</b>	Head of Policy, Research and Campaigns
<b>Location</b>	Home based in the UK <sup>1</sup>
<b>Working hours</b>	35 hours per week to be worked flexibly
<b>Salary</b>	£30,000 per annum
<b>Benefits</b>	8% employer pension contribution, 20 days plus statutory holidays
<b>Duration</b>	Fixed term contract to July 2024 with possibility of extension if funding allows

### Job purpose

To deliver on Just Fair's:

- Research on ESCR in the UK
- Communications

### Main duties and responsibilities

#### 1. *Research on ESCR.*

To include:

- a) Working closely with the Director, Head of Policy, Research and Campaigns to agree research plans and priorities.
- b) Conducting quantitative and qualitative research and analysis.
- c) Creating and publishing research reports.
- d) Communicating research reports and outputs to key audiences.
- e) Providing research support to the Head of Policy, Research and Campaigns.

#### 2. *Communications*

- a) Working closely with the Director, Head of Policy, Research and Campaigns and Communications Advisor to agree communications strategy.
- b) Developing and managing communications plans.
- c) Creating, managing, and evaluating content for use across communication channels, linking with the news agenda including Just Fair's:
  - I. Website
  - II. Twitter, Facebook, and LinkedIn
  - III. Emails, including monthly newsletter
- d) Developing and maintaining relationships with external stakeholders to amplify Just Fair's messages and reach key audiences.
- e) Undertaking media work, acting as the main point of contact for journalists and writing press releases.
- f) Ensuring consistent brand use across all Just Fair's work.

#### 3. Completing reports for the Director, the Trustee Board and funders as required.

#### 4. Being ready to undertake other reasonable activities in line with the role.

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<sup>1</sup> Or flexible hot desk option

## Person specification

### *Essential*

1. Commitment to social justice and human rights, and the power of people and communities to make change from a rights-based perspective.
2. Commitment to the [purpose, values and principles](#) of Just Fair.
3. Excellent understanding of human rights in the UK, including economic, social, and cultural rights.
4. Considerable experience of planning and completing quantitative and qualitative field research, analysis, and reporting.
5. Excellent verbal and written communication skills in English, including experience of producing accessible communications and campaigning material, and producing reports.
6. Experience of planning and delivering effective communications for an organisation across a range of platforms. [Essential: Twitter. Desirable: Mailchimp, LinkedIn and Facebook].
7. Experience of developing successful relationships with media contacts.
8. Understanding of website (Google Analytics) and social media analytics.
9. Ability to use a website content management systems – ideally WordPress.
10. Experience of working in civil society and familiarity with the issues facing those campaigning for social rights.
11. Experience of project management and related procedures.
12. Experience of working with a range of stakeholders with competing aims, needs and concerns.
13. Constructive team player, who is resourceful, positive, and relishes a challenge.
14. Confident working alone, and with others.
15. Ability to use Office 365 and similar office software.
16. Ability and readiness to work flexibly and remotely.

### *Desirable*

17. Experience with design programmes or software e.g., Canva, InDesign, video editing