



CRIN Vacancy: Junior Communications Officer

Salary	£27,000 per annum
Place of work	London, SE11
Reports to	Director

CRIN is a small international children's rights advocacy organisation based in central London. Aside from sharing our values, we are looking for someone who takes initiative, is flexible, creative, and wants to work in a multicultural environment.

We will provide you with the opportunity to work as part of a small team of dedicated and passionate people and the real opportunity to shape the growth of the organisation.

This post is initially for a period of six months after which the role may be re-evaluated.

About the post

The Junior Communications Officer will work closely with all members of staff. Responsibilities include: web-related tasks, coordinating the design and layout of publications and developing an internal communications system.

Main responsibilities include:

Web editing

- Source information for and update the website
- Manage social media
- Develop new pages and contribute ideas for new areas of the site
- Assist in writing, editing and proofing content
- Ensure a high and consistent editorial standard across the website
- Assist in monitoring children's rights across the UN and updating the Children's Rights Wiki

Internal Communications

- Develop systems to ensure smooth communications between all staff
- Organise and take minutes for staff meetings, including calls with regional staff
- Develop and maintain the new shared drive
- Coordinate logistics for overseas workshops, including documentation and travel
- Deal with telephone enquiries

IT

- Explore new technologies like infographics

- Provide basic IT support (setting up computers, printers, being the contact point for technical issues)

Design and publications

- Coordinate design of CRIN's printed materials, including toolkits and advocacy materials, as required
- Coordinate printing and distribution of relevant materials for events.

Person specification

Essential

- Experience or training in communications, journalism or demonstrated related experience
- Understanding of human rights and current affairs
- Excellent oral and written communication skills, with experience of writing for the web
- Strong web editing skills, with experience in using Open Source packages
- Excellent attention to detail
- Creative, with ideas about how to use communications to make people think differently
- Ability to respond to a varied and multicultural audience with a wide range of information needs
- Flexible. Can adapt to changing priorities at short notice, take on the ideas of others, adapt way of working
- Ability to work in a small team

Desirable

- Experience of working in human rights
- Experience of working with Open Source packages (Drupal, Ubuntu, LibreOffice or equivalents)
- Fluency in a second language

How to apply

To apply, please send your CV, and a cover letter answering the following question: 'To people who say that communications are not important, I say ...' in no more than one page to jobs@crin.org.

By e-mail: jobs@crin.org or by post to: The Director, Child Rights International Network - CRIN, Unit W125-127 (West Building), Westminster Business Square, 1-45 Durham Street, London, SE11 5JH, United Kingdom

Deadline for applications:

2 April 2014

Applicants must have the right to work in the United Kingdom.

CRIN is a registered UK charity no. 1125925