

Job Title:	Communications and Information Officer
Hours:	Three days per week (25.5 hours)
Salary Scale	Support A point 6: £30,300 pro rata including London Weighting.
Contract:	Fixed term contract for two years (with possibility of renewal).

Responsible to:	Programme and Advocacy Manager
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Please note you must have permission to work in the UK to apply for this job as it is based in our London Office.

Overall Purpose of the Job

The ABColumbia Group is a project of a coalition of five leading development agencies, CAFOD, Christian Aid UKI, Oxfam GB, SCIAF and Trócaire¹, which engages decision-makers in the UK and Irish governments, the European Union and United Nations to advance the protection of the civilian population in Colombia, support the voice of civil society, obtain lasting solutions to the humanitarian crisis, and promote peace in Colombia's ongoing armed conflict.

We are looking for a dynamic Information and Communications Officer who is highly motivated with a passion for working on human rights issues, to be part of the ABColumbia team and provide support to the Programme and Advocacy Manager (PAM).

Working closely with the PAM who is responsible for overall management of ABColumbia, and its advocacy work, the successful candidate will be responsible for developing website and social media communications strategy, including increasing the organisations media exposure, as well as, organising events and human rights defenders' visits, technical aspects and proof-reading related to the publication of reports and briefing documents in English and Spanish. You will also share the work of responding to emails and phone calls and requests for information.

This job is based in London and you will be expected to be present in the office to carry out many of these tasks.

IT, web and social media skills

- Strong IT skills including use of Microsoft Office packages
- Proven experience in using social media: Instagram, Twitter, Facebook, and other social media
- Strong Track record of working on and managing websites – we use a fairly simple web Wordpress package
- Liaise when appropriate with the IT and website maintenance to find solutions to technical issues
- Develop and implement campaigns in conjunction with PAM and partner organisations

¹ Amnesty International and Peace Brigades International are observers on the group.

Campaigning

- Knowledge of how policy and campaigns interact to create positive change.
- Excellent interpersonal skills, innovative in getting people involved with campaign activities
- Work with partners and ABColumbia team to create materials

Press releases

- As part of the ABColumbia Team you will jointly draft and produce Press Releases
- Responsible for increasing press contacts for ABColumbia, distributing Press Releases and increasing opportunities for articles in the press and interviews for ABColumbia and our partner groups

Advocacy Support

- Assist the PAM in the production of articles, briefings and reports: this includes formatting, proofreading, design, management of distribution through virtual and physical means
- Production, monitoring and distribution of a bi-monthly newsletter working
- Assist in researching and collating information for PAM for analysis briefings, articles and reports
- Ability to write content for a range of platforms translating complex ideas into simple messages.
- Strong verbal communication skills, able to convey messages in an engaging and succinct way.
- Proven ability to work independently, prioritise effectively and meet deadlines.
- Assist in drafting texts for ABColumbia advocacy work

Administration

- Carry out on-going administrative tasks using the ABColumbia office systems, including paper and computer filing systems.
- Develop and maintain appropriate databases
- Provide information and respond to inquiries

Monitoring and evaluation

- Contribute to the monitoring and evaluation of ABColumbia's work
- Maintain monitoring databases and produce appropriate monitoring data

Networked working

- Support ABColumbia's participation in other networks
- Support the organisation of joint initiatives with a broad network of stakeholders in the UK, Europe, USA and Latin America.

Provide other support to PAM as and when appropriate.

Person Specification

Experience & Skills

Essential

- Knowledge and experience of website maintenance
- Knowledge and experience of using social media for an organisation.
- Excellent verbal and written communications skills in English and Spanish
- Experience of social media campaigns
- Demonstrable experience and ability to work as part of a team
- Experience of working to deadlines and demonstrable ability to use initiative and prioritise work effectively under pressure.
- Ability to work with a high degree of integrity and diplomacy, especially with organisations facing serious security problems.
- Demonstrable understanding of human rights and development issues in Colombia
- Demonstrable ability to pay attention to detail
- Experience of data handling and administration around Monitoring and Evaluation
- Good grammar skills in English and Spanish

Qualifications Essential: Educated to degree level

Commitment Essential: Must be in sympathy with the aims of the ABColombia Group and have a commitment to human rights

Desirable

- An understanding of how to constructively work across different cultural and political contexts.
- Research on and/or work experience (voluntary or paid) in Latin America

Travel: There is a possibility of occasional travel in the United Kingdom and overseas

This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder.