**Job Description**

**Job Title: Communications Officer Responsible to:CAJ Senior Policy Officer**

**Background**

The Committee on the Administration of Justice (CAJ) is an independent non-governmental organisation which seeks to secure the highest standards in the administration of justice in Northern Ireland by ensuring that the government complies with its responsibilities in international human rights law. In particular, the organisation works in the areas of human rights, equality, policing, legacy and criminal justice. CAJ works closely with other domestic and international human rights groups to achieve this end. CAJ takes no position on the constitutional status of Northern Ireland and is firmly opposed to the use of violence. CAJ currently employs seven staff. It has a cross community membership of approximately 100.

**Job Purpose**

The purpose of the Communications Officer is to co-ordinate communications, promotional and PR activity for CAJ, including related stakeholder engagement, CAJ’s online presence, publications, events and other products. The aim of the post is to maintain and develop CAJ’s outward-facing profile with key audiences, increasing the uptake and impact of CAJ research, campaigning and policy interventions, and growing our networks.

**Main Duties**

**Communications**

1. To co-ordinate communications, promotional and PR activity for CAJ, including related stakeholder engagement.
2. Manage and develop the online presence of CAJ including the websites and social media presence, including the development of a stream of engaging and sharable content though all CAJ channels to drive growth and follower engagement.
3. Coordinate, manage and disseminate the CAJ *Just News* newsletter in coordination with the Just News editor and coordinate and produce the ‘Just Updates’ e-bulletin and other CAJ promotional communications.
4. Coordinate and ensure the collation, proofing, design to an agreed standard of key CAJ publications, including the annual report, research, conference and other reports and submissions along with their dissemination.
5. Provide CAJ staff with professional advice on all aspects of communication, including sharing research and policy submission findings, and to keep up to date with knowledge and best practice in communications and media practice.
6. Ensure that all CAJ Communications are compliant with current data protection standards.

**Monitoring and databases**

1. To maintain a database of key press and media contacts, act as an effective point of contact for media inquiries and assist drafting and disseminate media output to an agreed standard in consultation with appropriate staff.
2. Monitor media coverage of CAJ and issues relevant to CAJ work, sharing internally and to spot opportunities to respond and further promote CAJ work.
3. Manage CAJ’s stakeholder and other internal databases.
4. Monitor the effectiveness of CAJ internal and external communications, including through use of social media data, metrics and best practice to inform and improve CAJ social media output. liaise with any evaluator and recommend improvements.

**Membership**

1. Act as the first point of contact for CAJ members and potential members, responding to their queries and providing membership engagement, including through regular communications on CAJ products, events and activities.
2. Seek to develop the CAJ membership, including identifying trends and opportunities for growth and involvement in CAJ activities.

**General**

1. Coordinate the organisation of events such as seminars and conferences, the AGM and annual lecture and the preparation and dissemination of relevant information materials.
2. Manage CAJs digital and physical archive, including dealing with specific information requests.
3. Along with the Office Manager provide IT support to CAJ staff and deputise for the Office Manager in IT and office administration functions in their absence.

**Other Duties**

The Communications Officer will be required to carry out any other reasonable duties as are required by the Senior Policy Officer or CAJ Director.

**Terms and Conditions**

This post is for a fixed term of three years, with extension subject to funding.

**Hours of working**

The Communications Officer will be required to work 35 hours per week, the post will be based and primarily work from the CAJ office in Belfast.

**Salary**

The salary grade for this position is NJC Points 23-25 (SO1) (starting at P23 currently £32,067)

plus 8% employer’s contribution to pension.

**Holiday entitlement**

The Communications Officer will be entitled to 30 days’ annual leave in addition to

statutory holidays.

**Communications Officer**

**PERSON SPECIFICATION**

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| ***Criteria*** | ***Essential*** | ***Desirable*** |
| **Education and Qualifications** | A primary degree or professional qualification in public relations, politics, government, IT, public administration, social policy, business studies, management, languages, law or other relevant subject  OR  2 years’ experience working at a demonstrably equivalent level. |  |
| **Experience** | At least one years’ experience of working in a communications or similar role, including:   * Promotional and PR activity * Publications * Event organising * Work with media * Managing a website, social media channels and online tools. | At least one years’ experience of:   * Public relations * Design and publication of reports etc. * Civil society lobbying * Data protection * Monitoring and evaluation |
| **Competencies** | * Excellent administrative and organisational ability * Excellent oral and written communication skills, including a proven ability to produce quality written digital content. * Excellent Interpersonal skills * Ability to prioritise and meet deadlines * Ability in design, layout and publication methods * High level competence in IT and use of social media and other relevant apps * Ability to work on own initiative. | Ability to develop clear messages from complex policy documents  Diplomacy, good judgement and discretion |
| **Knowledge** | Knowledge of:  -Relevant IT systems and apps; | Knowledge of: |

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|  | * Communications theory, techniques and practice; * The media and political landscape in Northern Ireland. | * International human rights standards * Human rights and equality issues in Northern Ireland * Northern Ireland politics * Understanding of the community, voluntary and statutory sector in Northern Ireland |
| **Commitment** | Strong commitment to equality and human rights (as provided for in international human rights standards).  Commitment to working in a small, fast-paced team.  Commitment to flexibility and being available on an occasional basis for evening and weekend work. |  |