Communication and Research Assistant

- **6 month contract (part time – 3 days per week), possibility of extension**
- **Location: Highbury, London**
- **Salary: £19,201 per annum pro-rata (London living wage);**

RAID is a UK charity that exposes corporate abuses and human rights violations, partnering with those harmed to hold companies to account. Through rigorous investigation, advocacy and the law, RAID seeks to strengthen regulation of business and achieve justice.

Our team is small and highly effective, spearheading efforts in the field of business and human rights. We have an exciting part-time opportunity for a recent graduate to join our London based team. You will work directly with the Executive Director and the Legal and Policy Researchers, providing a unique opportunity to be actively involved in business and human rights issues.

The Communications and Research Assistant will be primarily responsible for helping to manage and develop RAID's communications activity. The work will involve improving and developing RAID's website and social media platforms, assisting with events, and evaluating and reporting on the outcome of communications across all media. The successful candidate will also assist the team with desk based research, legal analysis and provide administrative support.

<u>**Key tasks:**</u>

On Communications:
- Website development: Assisting with updating RAID's website and creating new content. Liaising with external web developers and implementing a rolling programme of improvements.
- Posting RAID's news to Twitter, Facebook and other social media outlets**.** Keeping RAID's press contact list up to date and compiling media reports.
- Conducting monthly quantitative and qualitative evaluation of communications activity, including data analysis using Google Analytics.

Research:
- Assisting the team with desk based research and legal analysis.
- Providing administrative support to the team.

This post is ideal for someone who wants to develop a career in communications, who would like to gain experience in the human rights and charity sector, or for someone keen to pursue a career in the business and human rights sector.

This post requires excellent online and IT knowledge, with some previous experience of website updating or similar. The successful candidate will be very comfortable with social media and have a strong interest in digital communication. Experience in working with websites using DRUPAL will be an added bonus.

You will also need to be organized and bring enthusiasm, energy, and self-motivation. We want someone with good judgement, with an interest in human rights, who is keen to learn and be an integral part of our team.

This position is open to graduates and post-graduates.

Ideally the candidate will be available to work three days per week on Tuesday, Wednesday and Thursday though there can be some flexibility for the right candidate. RAID's offices are a short walk from Highbury and Islington tube station.

To apply, please send a one page cover letter and a CV to raid@raid-uk.org with "COMMS" in the subject line. We will want to know that you have done your homework before applying, so please look at our website (www.raid-uk.org) and let us know what interests you the most about our work.

The deadline for applying is 30 August 2019. Interviews will be held the week of 9 September 2019 with a start date soon thereafter.

RAID is an equal opportunities employer. Only those eligible to work in the UK will be considered for this post. Please note that unfortunately, RAID is not in a position to sponsor work visas.