Communication and Admin Officer

- **Full-time, 1 year contract, possibility of extension**

- **Location: Highbury, London**

- **Salary: £20,000 – £23,000 (depending on experience)**

- **Flexible working environment, generous pension scheme and holiday**

About us:
RAID is a UK based charity that exposes corporate wrongdoing, environmental damage and human rights abuses in Africa, partnering with those harmed to hold companies to account. We use rigorous investigation, advocacy and the law to strengthen the regulation of business and achieve justice.

About the role:
We have an exciting opportunity for a new person to join our London based team to lead our communications and social media work. We are small, dynamic team and you will work directly with the Executive Director and the Legal and Policy Researchers, providing an unique opportunity to be actively involved in holding corporations to account for environmental and human rights harms.

The Communications and Admin Officer will manage and expand RAID's communications activity, including developing content for social media (Facebook, Twitter, LinkedIn), updating and improving RAID's website, engaging our supporters through Mailchimp, and developing reports for donors, amongst other things.

The person in this role will be the go-to person in the organisation for social media, communication and marketing materials, helping with everything from crafting a communication strategy to drafting and scheduling posts and assessing their success.

The role is also essential to helping us work smoothly as a RAID team. You will provide administrative support to the director and to other members of the team and be willing to muck-in as necessary.

Key tasks:
- Draft and schedule posts on all our social media channels including creating visual and written content.
- Help to develop a communication strategy to improve social media and web engagement Track and analyse engagement to help improvement.

Rights and Accountability in Development (RAID)

Studio 204, Screen Works, 22 Highbury Grove, Highbury East, London, N5 2EF, United Kingdom
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- Take the lead on developing content such as videos, and infographics for social media, reports and general content by RAID.
- Update RAID's website, create new content and liaise with external web developers to implement improvements.
- Conduct regular quantitative and qualitative evaluation of communications using social media listening tools, Google Analytics or similar.
- Manage media contact lists and conduct media monitoring.
- Provide administrative and research support to the Director, and researchers, when necessary, including organising and assisting with team and board meetings; developing donor reports; and assisting with the financial accounts.
- Help with general administrative work, including copy editing, formatting, organisation of online archive and files, etc.
- Assist with desk-based research as required.

About You:
You will be an avid social media user passionate about engaging people on human rights and social causes through online content. You will have strong communication and marketing skills with a keen interest in web engagement and experience in creating engaging and powerful content that contributes to RAID's mission to hold companies to account.

You will also be organised and bring enthusiasm, energy, and self-motivation. We want someone with good judgement, with an interest in human rights and justice, who is keen to be an integral part of our team, while also being able to work independently with minimal oversight.

We offer flexible working, though we seek to have three core days together as a team in our Highbury office on Tuesday, Wednesday and Thursday. RAID's offices are a short walk from Highbury and Islington tube station.

How to Apply:
Please send a one page cover letter and a CV to jobs@raid-uk.org with "COMMS" in the subject line. Please include in your cover letter your social media, web and marketing experience and highlight the communication skills you would bring to this post. If appropriate, please also include one or two examples of your social media or website work of which you are proud. Do look at our website (www.raid-uk.org) before applying to better understand RAID's work.

The deadline for applying is 15 February 2019. We will invite successful candidates for a first round of interviews on 26 - 27 February and final interviews on 5 - 6 March. We hope the new appointee will start in March or early April, though we can be flexible on start date.

RAID believes in the value of a diversity. We believe change can only be achieved if we have talented employees with diverse backgrounds, cultures, perspectives and experiences. We are an equal opportunity employer intent on building a balanced team from all walks of life. Unfortunately, RAID is not in a position to sponsor work visas. Only those eligible to work in the UK can be considered for this post.