



Communications Officer

Jesuit Missions is the international mission and development office of the Jesuits in Britain. For over 50 years, we have accompanied poor communities in Africa, Asia and Latin America. We have an exciting opportunity for an ambitious, proactive and insightful communications professional to help build our profile and showcase our important work around the world.

The person

Reporting to the Assistant Director, you will have the ability to write great copy, the digital skills to make the best use of our website and social media, and the energy and ideas to help us make a step change in our communications with supporters. This is an opportunity for a rising communications professional to build on their experience and make their mark on a great cause.

Overall purpose of the job:

The Communications Officer will devise and deliver a strategy to communicate the work of Jesuit Missions to key stakeholder groups. S/he will identify opportunities and stories which build the profile of Jesuit Missions to existing and new audiences.

Terms and Conditions

Reporting line:	Assistant Director of Jesuit Missions
Remuneration:	£25,000 depending on skills and experience. In addition, you'll receive 25 days holiday and a 7.5% contributory pension. JM has a friendly and supportive culture with flexible hours, and travel to work benefits.
Hours:	37.5 hours a week. The job holder may be required to undertake occasional evening and weekend duties including some UK and international travel for which TOIL will be given.
Contract:	Permanent (after successful completion of 6 month probationary period)
Location:	Wimbledon, SW19 (a short walk or bus ride from Wimbledon tube/rail)

Key responsibilities:

1. Support Jesuit Missions' publications, social media, media relations and events work
2. Identify opportunities to increase the visibility of Jesuit Missions' activities
3. Source stories from projects and beneficiaries, working closely with international partners
4. Oversee the development of the Jesuit Missions' website
5. Coordinate and implement Jesuit Missions' social media strategy
6. Create captivating content for our website, social media channels, newsletters and magazine
7. Assist with the promotion and delivery of Jesuit Missions' events
8. Ensure consistent branding across the organisation and in communications products

Person Specification

Essential

- Two years experience of communications/marketing in an office environment
- Ability to write clear and engaging copy
- Prioritisation and time-management
- A good eye for a story
- A positive, can-do attitude
- Ability to create eye-catching written and visual content
- Ability to adapt complex messages to a variety of platforms and for a range of audiences
- Thorough eye for detail and accuracy
- A creative approach to communications
- Highly motivated, organised and flexible: able to take initiative and work alone and as part of a team
- Effective interpersonal and influencing skills, with the ability to gain others' confidence quickly and build strong relationships
- Educated to degree level

Desirable

- Experience of working with Content Management Systems (e.g. WordPress). Knowledge of HTML/CSS is a plus.
- Experience of Adobe Photoshop and Premiere Elements/Pro.

- Understanding of international development and a sincere empathy for vulnerable people around the world

How to apply

Please send a covering letter (no more than 2 sides of A4) and your CV to info@jesuitmissions.org.uk explaining how you meet the criteria set out in the job description.

Closing Date: Wednesday 27th September 2017 12pm

Interview Date: Likely to be w/c October 2nd or October 9th

For more information about Jesuit Missions visit www.jesuitmissions.org.uk

Registered Charity Number: 260135