



Job title: Communication Officer

Job Description

- Location: London
- Contract Type: One year full-time contract with the possibility of renewal
- Closing Date: 15 November 2017

About Justice for Iran (JFI)

Justice for Iran (JFI) is a non-governmental human rights organization seeking to address and eradicate the practice of impunity that empowers officials of the Islamic Republic of Iran to perpetrate widespread human right violations against their citizens, and to hold them accountable for their actions. JFI is a member of the International Federation for Human Rights (FIDH).

Overview

Justice for Iran is seeking a tech-savvy, dynamic communicator to drive our communications strategies to put human rights at the centre of international dialogue on Iran. The successful candidate will bring knowledge and initiative to our communications activities including media relations, website management and social media supporting the entire organisation to thrive digitally.

Our bi-language websites include a searchable database of articles and reports on human rights. We develop targeted microsites to showcase data and our analysis.

Key Responsibilities

The Communications Officer will work under the direct supervision of the Executive Director of Justice for Iran and in close coordination with other personnel. She/he will:

- Lead on the development and delivery of a coherent and comprehensive communications,

media and social media strategy to achieve impact. Support in the production of all key communication assets that enable Justice for Iran to amplify our voice and speak out on human rights issues in Iran. Design and coordinate the implementation of outreach campaigns, public events and other communications activities.

- Manage and develop our website and social media platform: Work with our team and external developers to design and manage new portals, and enhance our existing website. Improve SEO, design, usability and accessibility.
- Coordinate, create and edit digital content: Coordinate editorial responsibilities to create digital content that engages our target audiences while ensuring our website is easy to navigate. Support in the development and posting of content for external sites through a range of activities
- Enhance our social media presence (through major platforms such as Facebook, Twitter, Instagram, Telegram, YouTube and emerging channels), including creating and publishing content, and evaluating performance. Counsel team members in the use of social media.
- Create, coordinate the drafting, edit, and/or update communication materials (internal/external, print and electronic), e.g. brochures, flyers, e-newsletter, annual report, press releases. Ensure that the outreach/media aspects of campaigns are appropriately addressed, including editing, layout, and translation. Manage relations with external providers to ensure brand consistency.
- Build strong relationships with mainstream, traditional and new media to obtain coverage and increase JFI's outreach and visibility.
- Ensure Justice for Iran brand and values are streamlined and reflected across all external communications channels.
- Provide general administrative support to communications activities as needed.

Qualifications and Experience

Education

Required

Bachelor's degree or higher in communication, journalism, publishing or equivalent work experience and/or Bachelor's degree or higher in the field of human rights or a related subject such as law, political and social science, international relations, or development.

Experience

Required

- Minimum three years of relevant experience in a similar communications position.
- Demonstrated experience in the design and implementation of communications action plans and campaigns.
- Experience and expertise in managing complex websites and implementing digital

communications strategies

- Proven experience in developing and managing the production of communications materials for NGOs or similar organisations.
- Experience of website and social media channel management, including proven track record in running successful social media campaigns.
- Excellent English writing and editing skills are essential, as well as story-telling skills.
- Excellent IT skills.
- Demonstrable commitment to human rights and/or social justice.
- Knowledge of Persian/Farsi will be an strong asset.

Desirable

- Experience in the human rights and/or NGO sectors.
- Understanding of the overall socio-political situation as well as human rights situation in Iran.
- Knowledge of digital security.
- Knowledge of EU and/or UN human rights mechanisms an advantage.
- Understanding of how to manage strategic media engagement in politically sensitive environments.
- Basic knowledge of Publications Layout, Video and Image editing (Adobe Photoshop, Adobe InDesign, Adobe Premier or Final Cut).
- Experience of analysing and visualising data desirable.
- Ability to work as a team member in a multicultural and demanding work environment.
- The right to work in the UK

Key Competencies

- Communications: Strong ability to communicate complex and sensitive information to diverse public audiences, especially through digital media.
- Technological aptitude: Confidence in navigating different digital platforms and software. Proven ability to bridge the gap between technical and non-technical staff.
- Production: Experience of producing and/or commissioning digital content, including blogs, videos and infographics. Graphic design and/or video editing skills.
- Strategic Thinking: Track record in helping to develop successful digital strategies to effect change. Experience of tailoring digital outreach for diverse international audiences an asset.
- Supporting staff: Enthusiasm for supporting colleagues with digital communications.
- Team player: Experience of, and commitment to, working in teams highly collaborative teams. Experience of working with colleagues remotely desirable.
- International/Multicultural Experience of working in multicultural environments.

Knowledge and Skills

- Content Management Systems, email messaging systems (especially MailChimp), social media platforms (Facebook, Twitter, Telegram, Instagram), web development best practices, strategic communications, data management, media cataloguing.

How to Apply

Please send your CV, cover letter (1 page) indicating expected/current salary, and contact details of 2 references before **15 November 2017** to the following email: info@jfingo.org , with 'Communications officer' in the subject line.

Please include your name in the file name of your application documents, e.g. Jane_Doe_CV.doc. Only short-listed candidates will be invited to participate in a competency-based exam.

JFI is an equal opportunity employer and promotes gender equality. Women applicants are strongly encouraged to apply for this position.

Further information about the activities of Justice for Iran can be obtained from www.justiceforiran.org