**PBI UK recruiting Communications Officer**

**PBI**

Peace Brigades International is an international organisation that provides support for human rights defenders. We operate in 16 country groups, supporting six field teams in Guatemala, Colombia, Mexico, Kenya, Indonesia and Honduras.

Our focus is providing peaceful protection and support for human rights defenders at risk whilst raising awareness and fostering support from an international audience. We work with human rights defenders at every level from protecting small grassroots organisations to lobbying on their behalf with governments and international bodies.

We are currently requesting applications for the role of **Communications Officer**, based in London, who will implement the communications strategy of our UK branch.

**Office location**

PBI-UK, 1b Waterlow Road, London, N19 5NJ. Tel: 0044 (0)20 7281 5370

**The Role:  Communications Officer**

**We are looking for a candidate with external communications/PR experience and a passion for media and social media.  The ideal candidate will have excellent communication skills and experience in developing creative ideas and putting these into action.**

As Communications Officer you will help PBI UK transform their communications and tell their important and compelling stories through a multiple channels, e.g. earned, owned and shared to reach our key audiences.  By developing a smart PR Strategy, implementing targeted campaigns and delivering vital news you will help increase awareness, educate on the vital work PBI UK undertakes and support fundraising initiatives.

You will join a small but passionate team of people who want to make a difference.  This is your chance to make the role your own so we seek a self-starter, who brings enthusiasm, creativity, exceptional writing skills and a strong knowledge of the media - from Grazia, to the Sunday Times to The Lawyer!

You will report into the PBI UK Director.

**Your responsibilities will include**

* Develop a PR strategy and content calendar
* Create targeted media lists
* Draft all media materials (press releases, briefing notes, backgrounders etc)
* Arrange one on one briefings with top tier media to keep them updated on PBI UK
* Media relations - pitch all stories to the media and meet pre-defined KPIs
* Review existing material to develop case studies, press releases and mine for stories
* Identify speaker and interview opportunities for PBI UK’s staff and drive through leadership
* Help develop new content, such as blog posts, case studies, op-eds, photography, video and social media posts
* Maintain communication materials such as leaflets, brochures, banners and other branded products
* Planning and editing PBI UK newsletter for stakeholders
* Supporting the planning and delivery of external events, partnership announcements and general event management

**Key skills**

* To be successful you will have the passion and energy to work in pursuit of transforming and elevating the important role of human rights defenders
* You will have proven success in a similar communications role working with both internal and external audiences, giving you the enthusiasm and skill set to tell the PBI UK story
* Strong media relations skills - you have no fear of picking up the phone and pitching a story
* You know what will make the news and can identify a story and develop the materials
* Creative thinking - you can help us broaden our media appeal and seek out salient new opportunities for us
* Literacy in Microsoft Office software
* Knowledge of social media and content management systems
* Good personal communication and administration skills with strong attention to detail
* Fluent written and spoken English and preferably some level of fluency in Spanish
* Confidence working autonomously and in a small team
* Good teamwork skills – support individuals and shares knowledge with colleagues
* Confidence in dealing with senior management and individuals outside the organisations
* The ability to plan and organise your own work efficiently, prioritise tasks, and deliver to deadlines under pressure
* Ability to work well in a results driven and deadline focused manner
* Problem solving skills – able to take a step back and identify solutions
* Enthusiastic, adaptable and flexible
* Able to present information to others and wider teams in a logical and engaging manner
* Photography/ photo editing skills, an eye for design and experience using page layout systems for publications, websites or email
* A degree in the field of human rights, conflict studies, communications, or public relations would be desirable.

**How to apply**

To apply please send a cover letter outlining how you meet the person specification including details of your expected salary based on 2 to 3 days per week, as well as a copy of your CV to admin@peacebrigades.org.uk.

For any questions about the position do not hesitate to get in touch through email or telephone.

**Applications must be received by 15th April 2016**

**Candidates invited for interview will be contacted by 25th April 2016.**