Recruitment Pack

Communication Assistant
June 2021

Dear Candidate,

Thank you for your interest in the role of Communication Assistant.

Anti-Slavery International is the world’s oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance and we are determined to work with others to make sure people can be free from slavery across the world. Over this past year we have argued hard that the pandemic has hit the poorest hardest, making more people vulnerable to slavery. Our work has never been more necessary. Our staff, supporters, members and partners have helped us to navigate the challenges of the pandemic well.

As a campaigning charity, communication is at the heart of everything we do. From fundraising to parliamentary lobbying, our work demands that we communicate effectively with a diverse group of audiences. We are currently expanding our communication team, and we need a capable and meticulous assistant to support us in our campaigns. Our ideal candidate is bright, creative and determined to help us in our work to end slavery.

This is a part-time role, working up to three days a week – and we are very happy to be flexible with days worked. The deadline for applications is 11 July 2021. Interviews will be held in the week of 19 July 2021. If this role sounds like a good fit for you, we’d love to hear from you.

Best wishes

Andy Wasley
Communication manager
Job Description
Communication Assistant

GRADE
Grade A

SALARY
£26,295 - £30,054 per annum, pro rata for three days per week

LOCATION
Based in Stockwell, London
Currently home-based due to Covid 19 safety measures

DATE
June 2021

CONTEXT

Anti-Slavery International's strategy commits us to working on four focus themes to drive systemic change and help end slavery for everyone everywhere:

- Child Slavery
- Responsible Business
- Trafficking
- Climate change and slavery

The Communication Assistant helps us to achieve this work by supporting a range of communication activities with key audiences.

You can read more about us and how we work in the ‘About Us’ document on our recruiting webpage.

MAIN TASKS

Media relations

- Respond promptly to journalists’ queries, giving approved lines or referring calls on to the relevant colleague or partner
- Track and record Anti-Slavery International's presence in news media, online, in print and broadcast, and report performance to the comms manager and board of trustees at agreed intervals
- Prepare draft media releases, articles and statements for journalists
- Provide local and specialist media support to colleagues working on community and corporate partnerships
- Pitch agreed stories to journalists verbally and via email
- Give interviews as a spokesperson for Anti-Slavery International with guidance and support from the communication manager
- Support the communication manager and other colleagues with media
research
• Support the communication manager with planning media campaigns

Content librarian
• Maintain an efficient library of content including historic and contemporary imagery, illustrations, case studies and videos
• Make sure imagery and stories are compliant with Anti-Slavery International’s consent and safeguarding policies
• Manage access to the content library in order to maintain data protection
• Maintain records of usage licences for third-party content

Publications
• Support the communication manager with making sure all written and visual content published by Anti-Slavery International is in strict compliance with the charity’s visual brand and tone of voice guidelines
• Proof-read Anti-Slavery International publications as part of the publication workflow, and support the communication manager with line-editing documents when necessary
• Support the communication manager with publication workflow, including liaison with contributors to the charity’s Reporter and other publications

Other tasks
• Occasional out-of-hours phone duty, based on a rota system
• Support the digital officer and fundraising and communications executive with social media scheduling and monitoring, particularly during exceptionally busy periods
• Support the fundraising and communication executive with administrative tasks across the Fundraising and Communication team, including with supporter communications
• Shared responsibility for monitoring group email accounts for media queries and communication from supporters or external organisations
• Any administrative tasks that might reasonably be set by the communication manager or senior management team
PERSON SPECIFICATION

Essential

• Provable recent experience working in a press office or other communication function for a charity, business or public sector organisation, OR a recent qualification in PR, journalism or a related discipline that included a work placement with a charity, business or other public sector organisation; and

• Flawless written English.

Desirable

• Vocational or academic qualification in journalism, PR or a related discipline

• Provable experience writing content for web, including a demonstrable grasp of SEO

• Working knowledge of contemporary human rights issues

• Demonstrable aptitude for supporting the management of high-profile social media accounts; and

• Fluency in French (highly desirable).

Summary Terms and Conditions

• The position is based in Anti-Slavery’s office in Stockwell, London or from home during the UK-wide lockdown;

• Annual leave entitlement is 30 days (on a pro rata basis) including 3 days which must be taken between Christmas and New Year;

• There may be a requirement for some out-of-hours work, for which time in lieu is given;

• Anti-Slavery International pay 6% into our recognised contribution pension with TPT Retirement Solutions with a mandatory employee contribution of 2%;

• Probationary period – 4 months;

• Unison is the recognised trade union.
How to apply

This pack includes a job description, person specification and other background information. If you would like more information, please visit our website: www.antislavery.org

If you wish to apply for this position, please e-mail a CV along with a supporting statement setting out why you want this role and explain how your skills and experience support your application. Candidates must have the right to work in the UK, please confirm in your covering letter if you have the right to work in the UK.

Please name your documents using the following naming convention:

- CommsA_CV_Surname
- CommsA_Statement_Surname

Please submit your application, including both documents, to jobs@antislavery.org using the reference ‘Communication Assistant – Surname’ in the subject line before 11.59pm on 11 July 2021. Applications that do not include both documents will not be considered.

Please also complete the equal opportunities monitoring form at this link. The form is anonymous and responses will be handled in strict confidence.

Interviews will be held on Zoom in the week of 19 July.

We regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview.

Candidates must have the right to work in the UK.
We particularly welcome and encourage applications from survivors of modern slavery, Black and Asian candidates and those from a diverse ethnic background, and disabled, LGBT and non-binary candidates.

We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.

We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practice and procedures. These organisational policies include, but are not limited to, the Code of Conduct policy and Safeguarding policy. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.

The purpose of this Code of Conduct is:

- To guarantee high standards of staff behaviour and integrity
- To safeguard our staff’s, interns’ and volunteers’ welfare and that of external stakeholders with whom we work or come into contact
- To protect our reputation and interests

This role may require a DBS check for traveling to projects where there is access to vulnerable groups.

In accepting appointment, you undertake to regulate your conduct in line with the requirements of this code and to undergo any background checks that may be required.

As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.