



## Media & Comms Officer

The Media & Comms Officer is responsible for making the global public aware of our work. We use the media in its broadest sense – print and digital media, social media, webzines, blogs and other online platforms, magazines, TV, radio, podcasts and so on.

- You will devise short and long-term strategies for securing media coverage.
- You'll be passionate about telling stories and creating content, and always put the audience first.
- You will be responsible for proposing, drafting, and sending out press releases.
- You will contact key journalists to interest them in running our stories. You will be persistent but polite, not be put off by frequent rejections, and able to think laterally about how to get coverage.
- You will help plan our communications output, and think strategically about how it can best further our aims and objectives.
- You will always be thinking of the “angle” – a way to interest the media and the public in our work and secure coverage in a highly competitive environment.
- You will maintain existing media contacts and cultivate new ones.
- You will respond to media enquiries, liaise with research staff, and always push for Survival and our work to be at the heart of any story.
- You will look to expand coverage of our work into those sectors and geographical areas, especially the US, which are a high priority for us.
- You will help to coordinate media and comms work across our international offices, and work to increase collaboration between offices for greater efficiency.
- You will help out on all comms tasks, stepping in when needed to create content, engage supporters on our social media channels, and much more.

## Requirements

Besides an enthusiasm for, and commitment to, Survival's work:

- It is crucial that you be highly literate with flawless written English (native-speaker level) and extremely strong writing skills. Please do not apply unless you meet these criteria, which will be rigorously tested.
- You must be able to simplify complex details into hard-hitting copy that will grab people's attention. This is a different skill to writing for an academic audience!
- An interest in communicating complex messages simply is essential. You must be actively interested in how the comms sector works, and up to date with the latest digital developments.
- You will need to be confident about giving interviews.
- You will need to be able to juggle a heavy workload, coordinating Survival's comms output, responding to queries, and liaising with Survival's offices in other countries.
- A desire to take responsibility for increasing the effectiveness and efficiency of the organization is paramount.
- Additional languages (eg. Spanish, French, German) are also advantageous.
- Video and photo editing skills are a distinct advantage.
- You should be able and willing to work outside normal office hours, if and when required.

## Personal attributes

- Confidence, resourcefulness, and the ability to work independently with minimal supervision.
- An enthusiastic and personable manner – energetic and committed.
- Ability to keep calm under pressure.
- Take pleasure in completing a variety of tasks to a high standard, including routine ones.
- Excellent organizational and time management skills, and the ability to plan and prioritize effectively.
- Good IT skills, including MS Office and databases.

## What can we offer you?

When you join Survival, you're getting more than just a career: you're gaining a unique opportunity to be at the heart of one of the most exciting campaigning organizations around. You will be working with a team of passionate people who really care about human rights and want to change the status quo.

- Communications are a vital part of our campaigning, so your work will be central to all aspects of Survival's mission.
- Being part of a small team, you will not be pigeonholed by your job description. Your voice counts and we welcome your ideas.
- We strive to be an equal opportunities employer, with a close-knit and friendly internal culture. We treat our employees well.
- We have a pensions scheme and generous annual leave (25 days' holiday + bonus days over Christmas and New Year).
- MacBook Pro or similar.
- Annual international team get-together.

This is a full time position (Monday – Friday, 10am – 6pm), based in our London office. The contract is for 12 months (renewable), with a 6-month probationary period.

Salary £22,000 – 27,000, dependent on experience.