

## Communications Officer

The Institute of Race Relations (IRR) is looking for someone to fill a new post of Communications Officer. This person must have a commitment to anti-racism and a flair for communications. This is a fulltime post based at the IRR's London office. If you want to help the IRR bring its important message into the 21<sup>st</sup> century, please think about applying. We are in need of someone to coordinate and integrate our various work-strands into an overall strong message, via podcasts, video and new social media platforms. You will be joining a small but dedicated team of researcher-writers (with volunteers and input from our council of management) conveying information and analyses about racism and suggested challenging ways of tackling it.

### **Job description**

The worker will be primarily involved in the following tasks alongside other members of staff:

- Assisting on writing, collating and formatting material for the fortnightly online news service *IRR News*;
- Developing *IRR News* and *Race & Class* twitter profiles and implementing social media campaigns so as to reach solidarity and social movements;
- Developing IRR's presence on other social media platforms e.g. Instagram and creating multi-media content such as podcasts, videos and graphics;
- Assisting in the promotion and organising of IRR seminars and meetings;
- Promoting specific reports and publications in the mainstream media;
- Liaising with IRR's designer to develop the 'IRR brand';

You would also be expected to undertake other tasks if so instructed by the director, and be available for evening and weekend events if necessary.

### **Essential skills**

- Proven ability to work collectively, as a team player;
- At least two years' experience working in the communications field;
- A knowledge of and commitment to combatting racism;
- Evidence of impeccable English language skills;
- Fluency in using social media
- Experience in using podcasts/video clips and a willingness to undertake training (if necessary) in their production;

### **Additional desirable skills**

- Understanding the work of the IRR and its role (and constraints) as an educational charity;
- Design skills;
- Having worked or volunteered in the field of anti-racism;
- Capacity to be self-motivating and working without supervision;

### **Job details**

This is a fulltime post, involving a 35-hour week at the Kings Cross Office, from 10am-5pm. Time off in lieu is offered for attending meetings out of office hours. Pay will be starting at £25,000 per annum and there is a probationary period of 6 months. Staff are entitled to 25 days holiday plus bank holidays.

### **Applying**

Please take some time to look at the website and learn about us and our history, the type of research and publishing we do and hence the way in which we try to contribute to racial justice internationally. The IRR is not a conventional NGO in terms of what it produces and whom it serves or in its internal working environment. Ours is often a critical voice, we try to meet unmet needs and pioneer new thinking; we work in an informal atmosphere while always maintaining the highest of professional standards.

If you can imagine this suiting you, **please fill in the Application form and Monitoring form.**

**Return the application form to us at [info@irr.org.uk](mailto:info@irr.org.uk) with 'Job Application' marked in subject area and return the Monitoring form to [jenny@irr.org.uk](mailto:jenny@irr.org.uk) marked in subject area 'Monitoring Form' by 5pm on Friday 7 February 2020.**

**Interviews are likely to be held in the week starting Monday 17 February 2020.**