



## **Communications Officer (part-time)**

### **Introduction**

Surviving Economic Abuse (SEA) is the only charity in the UK dedicated to raising awareness of economic abuse and improving responses to victim-survivors. Launched in early 2017, it has already made enormous impacts on the understanding of this hidden but highly prevalent form of domestic abuse. In just once year it has achieved media coverage in national media including BBC Radio 4, BBC Breakfast, BBC Radio 5 Live and the Guardian.

This young, dynamic and fast growing charity is seeking a communications officer to build on the successes of its first year and establish its brand for the exciting developments to come.

We are seeking a communications officer who shares our passion for helping women survive and thrive after economic abuse. Joining at a crucial point in our journey, you will have the opportunity to raise awareness of economic abuse amongst policy makers, service providers and the general public. Crucially, you will also provide vital information for women experiencing economic abuse.

### **Job description**

Surviving Economic Abuse is a young and fast growing charity at the start of an exciting phase in its journey. The role of communications office will include:

#### Media relations

- Developing and maintaining relationships with trade, national, online and broadcast media
- Drafting and distributing press releases
- Managing incoming press enquiries and arranging interviews with SEA spokespeople, including survivors
- Proactively seeking opportunities to comment on media stories

#### Brand building

- Sourcing and managing opportunities to build the profile of SEA and its spokespeople – including speaking opportunities, media and awards
- Developing materials and resources, enforcing brand guidelines
- Supporting the director to develop communications strategies

#### Digital communications

- Day to day management of SEA's website
- Contributing to social media management

- Proactively seeking opportunities to engage in relevant social media conversations
- Amplifying SEA’s campaigns, reports and events through creative social media campaigns
- Producing and distributing a quarterly newsletter
- Supporting the director to build and manage SEA’s online international network

#### Sharing women’s stories

- Building and maintaining relationships with survivors of economic abuse who wish to share their stories
- Interviewing survivors about their experiences and building a bank of first-hand accounts
- Supporting survivors to safely share their experiences with the media, at events and on digital channels

#### Events

- Supporting the director and other spokespeople to prepare for speaking or networking events
- Supporting the director to promote, organise and deliver events including launches and receptions

Plus other tasks that raise awareness of SEA and economic abuse, as requested by the Director.

#### Skills, knowledge, experience and qualities

<b>Skills and knowledge</b>	
Good written skills	Essential
Excellent organisational skills	Essential
Understanding of Wordpress	Desirable
<b>Experience</b>	
Experience of securing and managing media opportunities, or journalism experience	Essential
Experience of managing social media accounts for an organisation, or relevant training	Essential
Experience of organising events	Essential
Experience of interviewing and writing case study accounts. Experience of working with vulnerable people or those sharing sensitive stories will be particularly valuable	Desirable
<b>Qualities</b>	
Ability to work to brand guidelines	Essential

Ability and willingness to work independently, without supervision	Essential
Strong attention to detail	Essential
Sensitivity and commitment to the safety and dignity of people who have experienced domestic abuse	Essential
Strong interpersonal communication skills and experience of interacting with a diverse range of people – including high profile or influential stakeholders	Essential

### **Terms and conditions**

The position of Communications Officer if offered part-time (18.5 hours, 2.5 days a week) on a one year fixed contract which may be extended subject to funding.

The position is home-based with one day per week in London. A laptop and work phone will be provided.

SEA offers a salary of £24,000 (pro rata) and membership of the Aviva pension scheme to which the charity contributes 2 per cent.

This post is open to women only and is exempt under schedule 9 (Part 1) of the Equality Act 2010.

For an informal discussion about the role, please contact Nicola Sharp-Jeffs (Director) via email [Nicola.Sharp@survivingeconomicabuse.org](mailto:Nicola.Sharp@survivingeconomicabuse.org) or call 07551 783193.

### **Application**

Please email a CV and covering letter which addresses how you meet the skills, knowledge, experience and qualities set out in the job description to: [info@survivingeconomicabuse.org](mailto:info@survivingeconomicabuse.org)

The deadline for applications is Monday 28 May, 2018. Successful candidates will be notified on Friday 1 June, with interviews taking place in Mansion House, London on the morning of Friday, 8 June.