

<b>Position Details</b>	
<b>Job Title:</b>	<b>Communications Manager</b>
<b>Pay:</b>	£32-37,000
<b>Location:</b>	Islington, London
<b>Contract Duration:</b>	Permanent
<b>Reporting Line:</b>	Role will report to Director of External Engagement

## **About 5Rights Foundation**

One billion children are online and account for one third of all users globally. 5Rights Foundation exists to build the digital world that young people deserve, allowing them to live and work online creatively, knowledgably, and fearlessly.

We are a policy-driven organisation, which aims to realise ambitious, systems-level change. As such, we advocate for enforceable regulation and international agreements that allow children and young people to thrive online. We develop standards and protocols with engineers and policy colleagues around the world to help businesses reshape and redesign their digital services with children and young people in mind. We publish and lead across our policy areas to formulate new thinking and solutions to address the challenges posed by the digital world, enabling it to cater for children and young people by design and default. Our focus is strongly oriented towards achieving real-world change, though shaping legislation, regulatory frameworks, and industry best practice.

We are looking for a dynamic communications manager to deliver and manage our public messaging and communications including our press relations, website and social media. You will be a confident, able communicator and a skilled writer, with a clear commitment to the missions and values of the Foundation.

We believe that our staff are our most valuable asset and we are committed to attracting and retaining diverse, exceptional talent. We are a small team and work collaboratively, flexibly and with respect for others.

## **Key Responsibilities**

- Growing our media presence and act as first point of contact for all media relations, ensuring that we respond in a timely and appropriate manner to opportunities and proactively building and owning relationships with the press to achieve our mission.
- Drafting of all press releases, quotes and OpEds, and preparing spokespeople for media appearances.
- Supporting the Chair and senior team in delivery of the external engagement strategy and plan.
- Managing and delivering public and private events such as roundtables, media launches and seminars.
- Oversee public website and directly manage our social media presence, ensuring that our interventions support the Foundation's mission.
- Contribute to all communication needs of the Foundation's mission and individual projects.
- Support the External Affairs Director in managing key stakeholders and contacts.
- Overseeing publication of key reports, microsites and other external comms products.

## Person Specification

### Essential skills and attributes

- Experienced and confident press relations manager.
- Excellent engaging writing style with a high attention to accuracy and ability to reflect nuanced policy calls.
- Experience of delivering events such as roundtables, report launches and briefings.
- Creative and innovative thinker in developing communications opportunities.
- Independent worker with the ability to balance and prioritise competing tasks.
- Enjoys working to exacting standards to maintain the quality of our output.
- A commitment to our values and mission.

### Desirable skills and attributes

- Experience of growing an organisation's media presence.
- Professional experience of social media function and innovative ways to extend our reach.
- Experience working with designers and web developers to deliver projects to time and budget.
- An understanding of the issues relevant to one or more areas of our work.
- Experience of collaborating effectively and creatively with a wide range of partners.
- Experience of managing projects and teams from conception to completion.
- Understanding of the particular dynamics of working in a small organisation.

## How to apply

We are a small but ambitious organisation, with a team of hard-working and committed people. If you believe you can contribute positively to our work and to growing our influence and reputation, please send a CV **and covering letter** explaining what you would bring to 5Rights to [jobs@2mes.co.uk](mailto:jobs@2mes.co.uk) with '2M-MM13976' in the subject line.

5Rights Foundation is committed to building a diverse team. All qualified applicants will receive consideration irrespective of racial or ethnic background, opinions or beliefs, gender, sexual orientation, age, health or disabilities.

The deadline for applications is 25 September 2020, but we will be conducting a rolling assessment process from the time of advertising.