

Job Title: Communications Officer
Reports to: Policy and Project Director
Salary: £30,000 (plus a 6% pension contribution)
Date call released: Monday 15 April 2019
Deadline for applications: Monday 6 May 2019 at 11pm
Start date: ASAP
Duration: Full time for 6 months

About Open Rights Group

Open Rights Group is a London based non-profit NGO working on online privacy, online free expression and government mass surveillance. We challenge threats to privacy by both the government through the surveillance of our personal communications and private companies, who use personal data to increase profits. We challenge threats to free expression through the criminalisation of online speech.

Open Rights Group is based in London and Edinburgh. We are a membership organisation with over 3,000 members.

Role Overview

The Communications Officer will work four days per week on Open Rights Group's VIRT-EU project around ethics, design, and the Internet of Things. One further day a week will be spent working on on Open Rights Group communications about technology and human rights more broadly.

The European Commission funded VIRT-EU project aims to intervene in design processes to foster ethical thinking among developers of Internet of Things products. VIRT-EU is creating a new framework and tools which will be used to improve the design and development processes of Internet of Things innovation so ethical and social values can be more closely integrated into connected devices.

VIRT-EU is a consortium of universities and organisations seeking to understand how the development of the Internet of Things affects ethics, data protection and privacy. Open Rights Group's partners in the project are the IT University of Copenhagen, Copenhagen Institute of Interaction Design, Uppsala University, Politecnico di Torino, and London School of Economics. Open Rights Group has responsibility for hosting and disseminating the project's practical outcomes among other things.

The Communications Officer will be responsible for creative outputs to showcase the work of the project. This would include designing creative content and information to engage with a wide audience.

In the one day per week spent on Open Rights Group's communications, the Communications Officer will work to raise awareness of and amplify our work around privacy, free expression and surveillance with the public.

About You

We are looking for an energetic and creative Communicator with a commitment to our goals and mission and excellent creative skills. You will have an excellent ability to make creative, engaging and accessible content about technical concepts and tools which appeal to a wide audience. You are a well organised team player with an eye for detail.

Responsibilities

Produce Materials

- Identify the appropriate medium for Open Rights Group's messages and content
- Design engaging graphics to illustrate textual content
- Plan, film and edit video content
- Write engaging, accessible and audience-appropriate content
- Work with Open Rights Group's Campaigns team to create innovative and imaginative campaigns and campaign outputs

Promote Events

- Ensure Open Right Group communicates its public events around the VIRT-EU project effectively
- Provide communications and marketing support for events, especially our conference ORGCon

Engage Key Stakeholders

- Support VIRT-EU consortium members in the design and delivery of communications detailed in our dissemination plan
- Use communications to help drive the adoption by developers of the design tools being built by the project
- Work with VIRT-EU consortium members to identify areas of their work that will be of interest to a wide audience and create content to communicate this work

Project Management

- Create communication plans to ensure content is timely and well-structured

- Work with the consortium members to ensure the VIRT-EU online presence is kept up to date.
- Keep a record of press coverage achieved, and share that with Open Rights Group staff in different formats depending upon the audiences.
- Assist with continuous monitoring and evaluation of the impact and effectiveness of Open Rights Group's communications.

Social Media

- Update our social media channels and develop innovative ways of engaging members of the public and maintain the press section of Open Rights Group's website.
- Work with our Campaigns Manager to grow Open Rights Group's social media presence and promote our campaigns
- Ensure Open Rights Group is seen as a leading voice on Internet issues on social media
- Measure the effectiveness of our social media presence.

This role may involve some international and domestic travel. The role is based in our London office and your presence is important during core hours. This is a role that may require work outside of core office hours from time to time.

Person Specification

Essential

- Excellent written and oral communication skills
- Ability to use design software (e.g. Indesign/Photoshop/Illustrator)
- Video recording and editing skills
- Excellent copywriting, communication and editing skills
- Excellent interpersonal and networking skills
- A high degree of self-motivation
- An excellent organiser of yourself and others
- Meticulous time and file management abilities
- Ability to work under pressure
- Confident using office suites, email, and the Internet for research purposes
- Right to work in the UK

Desirable

- Experience in website development and maintenance
- Working knowledge of General Data Protection Regulation (GDPR) regulations
- Knowledge of HTML, CSS and JavaScript
- Ability speak to publicly, including with the media and at conferences and meetings

Key Contacts

The Communications Officer will be line managed by the Policy and Project Director. They will work closely with colleagues across the broader team to maintain alignment with Open Rights Group's organisational goals, and to effectively disseminate Open Rights Group's messages. The Communications Officer will work particularly closely with the VIRT-EU Policy and Research Officer, the Campaigns Manager, the Executive Director, and the Chief Operating Officer.

Length and Salary

The Communications Officer will be employed on a full-time 6 month contract. The annual salary is £30,000 pro rata per annum. (£15,000 for the 6 months) less any required deductions for income tax and national insurance. Applicants must be eligible to work in the UK. Open Rights Group is an equal opportunity employer.

How to Apply

To apply, please submit a CV and a covering letter (no longer than 2 sides of A4), setting out how you are suited to the role, to martha@openrightsgroup.org by the deadline. Please ensure your email has the subject heading 'Communications Officer' and that documents are sent as attachments.

Interviews for shortlisted candidates will be held in central London in early May 2019.