

# Job Description

<b>Title:</b>	Project Officer - Communications
<b>Contract:</b>	12 Month Fixed Term Contract
<b>Function/Team:</b>	STOP THE TRAFFIK (STT)
<b>Location:</b>	London, SE1
<b>Hours:</b>	Full time, 40 hours per week, inclusive of breaks. (The breakdown of those hours to be by mutual arrangement and to meet the needs of STOP THE TRAFFIK).
<b>Unsocial working:</b>	Occasional weekend and evening working is required, but time off in lieu is given according to current policy.
<b>Reports to:</b>	Project Manager
<b>Salary:</b>	Grade F

## About the role

The successful candidate's primary responsibility will be to work on communications aspects of STOP THE TRAFFIK's projects. This will largely include our geo-targeted community campaigns, which use digital communications to actively disrupt and prevent human trafficking networks.

The candidate will also work on our business engagement work and other projects across the organisation's diverse portfolio. The role will demand an aptitude for engaging storytelling from our intelligence based analytical work.

The ideal candidate will have previous experience in creating and editing written, animated or video content for a range of different projects and varying audiences. This role will be integral in telling stories and creating change through curated narratives.

## Summary of responsibilities

STT is seeking a determined individual with skills or experience in communications to work on projects which are part of an overall strategy to prevent human trafficking and modern slavery (HTMS). The role will report to a Project Manager and be supported in task-management by the Strategic Head of Communications.

The successful candidate will be driven to expand their skill set in other areas, such as analytics, business and learning, in order to support STT to achieve their objectives and is excited about working in agile project teams within a matrix organisation.

## Specific Duties

- **Transforming** analytical intelligence into an engaging narrative for a range of audiences, including vulnerable communities, in order to disrupt global human trafficking recruitment, money flows and demand.
- **Editing and creating** written, video and social media content (mainly Facebook and Instagram) for STOP THE TRAFFIK projects, including our

geo-targeted campaigns. Working alongside the Head of Strategic Communications to create video content using Adobe Premiere Pro, developing messages to ensure people at risk of exploitation are aware of their rights and know where to seek support.

- **Collaborating** with project teams within STOP THE TRAFFIK to support with communication tasks as required. This may include supporting with presentations and reports for businesses and multi-agency partnerships, supporting with partner liaison and presenting to relevant stakeholders as required.
- **Measuring the success** of specific projects and communications content using social media metrics and Google Analytics, and working with project teams to apply this learning to future work to continue to improve our response.

### **Equal Opportunities**

As a small charity working to disrupt the global business of human trafficking, gathering intelligence and delivering campaigns and projects around the world, we recognise that our team is strengthened by the knowledge, experience and insights people from a wide range of backgrounds bring. As a minimum we expect all applicants to show a demonstrable commitment to equality and diversity.

### **Safeguarding vulnerable children and adults**

STOP THE TRAFFIK is committed to safeguarding and promoting the welfare of vulnerable children and adults. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

# Person Specification

## Project Officer – Communications

STOP THE TRAFFIK is seeking a candidate that shares STOP THE TRAFFIK's values of being collaborative, imaginative, driven, and trusted. They must be able to demonstrate previous experience of working in a digital or communications role.

They will be a highly organised self-starter, with strong attention to detail and good time management skills; being able to juggle several projects at once at different stages of the process. They will take initiative as well as being able to work under pressure in a small busy team and meet deadlines with ease and efficiency.

### Qualifications

- Undergraduate degree in relevant field or equivalent experience.

Essential	Desirable, non-essential
Demonstrable communications experience and skills. The successful candidate may have worked in roles such as, but not limited to, digital creative, communications assistant, fundraising, and social media.	
<u>Video Editing:</u> Previous experience or skill set in video editing.	<u>Video Editing:</u> Experience using Adobe Premiere Pro.
<u>Social Media:</u> Demonstrable experience of using social media platforms in a professional context.	<u>Social Media:</u> Familiarity with paid social media strategies/use.
<u>Digital communications</u> Experience presenting content for digital platforms, e.g. websites, newsletters.	<u>Digital communications</u> Familiarity with WordPress.
<u>Creative skills:</u> Experience of Adobe Creative Cloud/Suite for graphic design and print design.	

<p><u>Creating content:</u></p> <p>Experience in presenting information and narratives to a range of audiences</p>	<p><u>Creating content:</u></p> <p>Transforming information, which is research or intelligence based, into engaging formats for a variety of audiences.</p>
<p><u>Analytics:</u></p> <p>Ability to determine a digital campaigns' success, e.g. using Google Analytics and social media metrics or equivalent</p>	
<p><u>General Communication skills:</u></p> <p>Excellent written and verbal communication skills with experience in tailoring language and approach to engage different audiences.</p>	<p><u>General Communication skills:</u></p> <p>Demonstrable experience of communicating with vulnerable communities.</p>
<p><u>Organisation</u></p> <p>Demonstrative experience of good time management and ability to work on several projects simultaneously.</p>	
<p><u>Specific knowledge</u></p> <p>Interest in tackling social injustice and human rights issues.</p>	<p><u>Specific knowledge:</u></p> <p>Knowledge of human trafficking: A prior understanding of how it impacts individuals and communities.</p>
<p><u>Values</u></p> <p>Ability to demonstrate initiative to uphold the values of STOP THE TRAFFIK. Commitment to the safeguarding and welfare of vulnerable people, particularly children and young people.</p>	
<p>Willingness to undergo appropriate checks, including enhanced DBS checks.</p>	
	<p><u>Additional Experience</u></p> <p>Experience of managing volunteers.</p>
	<p><u>Additional Skills</u></p> <p>Competency in additional languages.</p>

### **Personal qualities**

- A positive team worker with excellent communication and interpersonal skills.
- Ability to multitask to a high level.
- Highly resourceful, organised self-starter, open to innovation with strong attention to detail.
- Willingness to share knowledge and adapt processes and tasks in light of learning and evaluation.
- Willingness to learn new skills.
- Excellent ability to work both independently and in a team.
- Open to the concept of agile working, moving between teams and using your skills and voice to support other teams' projects.
- Ability to work under pressure and meet deadlines with ease and efficiency.
- Strong sense of empathy with the ability to perceive and translate individual experiences into universal and relatable stories.