



Job description: Communications and Information Officer

Position: Communications and Information Officer

Job Location: London, UK (with travel outside UK)

Start date: October 2018

Duration: Full-time; permanent

Background: Lawyers for Justice in Libya (LFJL) is an independent non-governmental organisation and charity, incorporated for the public benefit in order to defend and promote human rights in Libya. Through holistic programmes, which focus on transitional justice, legal reform, human rights education, strategic litigation and advocacy, LFJL seeks to become a catalyst, during the transitional period and beyond, for the establishment of a state based on the respect for human rights and the rule of law.

LFJL is recruiting a Communications and Information Officer to lead its communications and outreach work. The Communications and Information Officer will work across LFJL's programmes to ensure its work reaches diverse audiences in Libya and internationally. In particular, the Communications and Information Officer will develop a strategy to engage with traditional media, such as print, television and radio, social media and support the organisation of public facing events to ensure that LFJL's research, advocacy and media reach beyond its current networks. As the Communications and Information Officer, you will work in a small team within LFJL's London office, with regular communication with LFJL's Libya office. You will report to the Director and Director of Programmes.

Tasks and responsibilities include, but are not limited to:

- Working with LFJL's programme coordinators, management and creative partners to develop and evaluate a comprehensive media and communications strategy for the organisation's work.
- Drafting press statements, newsletters and other public relations material to communicate LFJL's position on emerging developments in line with its mission statement and programme goals.
- Creating timely, regular, bespoke social media content and working to build LFJL's audience across platforms.
- Building relationships with, and collaborating on content for, media organisations.
- Work with programme staff ahead of events and meetings to devise key messages and integrate social media into the activities.

- Support the development and organisation of events and meetings aimed at raising LFJL's public profile, engaging new audiences in its work and strengthening its support base.
- Collaborating with LFJL's networks including the Coalition of Libyan Human Rights Organisations to work on supporting implementation of their advocacy and outreach goals.
- Other duties as required.

Desired qualifications and skills:

Education

- A degree in any related subject.

Experience

- A minimum of two years of relevant work experience is required. This may include previous work experience in journalism or public relations, at civil society organisations, governmental or intergovernmental institutions.
- Demonstrable experience communicating to Libyan audiences through traditional and social media is required.

Skills and Knowledge

- Ability to strategise, formulate and carry out successful media outreach campaigns.
- Awareness of relevant traditional and digital media networks and platforms internationally.
- Ability to draft and edit high quality written material accurately, concisely and appropriately for a particular audience.
- Proven experience producing quality creative materials for print, broadcast or digital outlets.
- Excellent understanding of the political and social context in Libya.
- Ability to engage with various stakeholders inside and outside Libya.
- Willingness to use initiative, work independently and think creatively.
- Ability to multi-task effectively, including having excellent planning and organisational skills and the ability to work under pressure.
- Strong public speaking and presentation skills.
- Knowledge of international law, including human rights, humanitarian law, criminal law and regional and international human rights mechanisms is an asset.

Languages

- Excellent written and oral communication in English and Arabic is essential, please comment on your level as part of your application.
- Understanding of the Libyan dialect is required.

Remuneration:

£24,750 gross pro rata.

How to apply:

Please download and complete the [application form here](#) and email a copy along with your CV and a brief cover letter specifying your interest and availability to jobs@libyanjustice.org by **22 July 2018**. Please also include names and contact details of two referees, one professional and one academic.