**Job Description – Communications Co-ordinator**

**Responsible to:** National Director

**Hours:** 22.5 hours per week

**Salary:** SO1 point 29 (up to 31)£26,470 Pro rata’d per annum + 6% pension

**Leave:** 25 days per annum plus Bank Holidays pro rata’d

**Contract:** 1 year with the intension to extend – subject to funding

**Location:** Home based or within member organisation with regular travel requirements

**Organisational Context:** *NACCOM is committed to bringing an end to destitution amongst asylum seekers, refugees and migrants with no recourse to public funds living in the UK*. *NACCOM exists to promote best practice in and support the establishment of accommodation projects that reduce destitution amongst asylum seekers. In addition, they may also support migrants with no recourse to public funds (NRPF) and / or refugees facing barriers to accessing affordable housing. It does this by:*

* *providing networking opportunities to encourage, empower and connect members*
* *sharing knowledge and promoting best practice to provide pathways out of destitution*
* *working with others (including those with lived experience) to raise awareness of destitution and campaign for a just and humane asylum system*
* *gathering and disseminating data on the scale of destitution and positive outcomes achieved by members*

**Job purpose:** The CommunicationsCo-ordinator will oversee NACCOM’s communications to all member organisations and supporters online and by regular news email and social media updates. This post will also co-ordinate all media relations both proactive and reactive and work with the National Director and member organisations to gain maximum exposure of NACCOM members’ work and the issue of destitution more generally. Empowering people with lived experience of the asylum system and destitution to be able to tell their stories in a variety of contexts will be integral to the role. Providing and co-ordinating media and public speaking training as well as opportunities for individuals to speak about their experience will feature significantly.

**Duties & Responsibilities:**

1. Develop and implement a communications strategy
2. Co-ordinate and develop all communications with member organisations and supporters online and by regular news email and social media updates.
3. Train and support asylum seekers, refugees and organisations that assist them to tell their stories to the media, and work with the Policy and Advocacy Co-ordinator to tell their stories to decision makers.
4. Manage NACCOM’s Facebook and Twitter accounts
5. Management of the website content, ensuring it is up to date and members have access to it.
6. Management of the member’s forum and library
7. Co-ordinate production of the annual report with the support of the National Director
8. Co-ordinate and develop all media relations both proactive and reactive, and work with the National Director and member organisations to gain maximum exposure of NACCOM members’ work and the issue of destitution more generally
9. Support the National Director in the co-ordination and management of key events such as the Annual Conference as and when required.
10. Abide by NACCOMS Equality and Diversity policy

**Person specification;**

This is a great opportunity for an individual who is passionate about ending the destitution of asylum seekers and supporting NACCOM’s members to do the same. Ideal candidates will have the following qualifications/experience:

**Essential:**

* A commitment to and understanding of NACCOM’s beneficiaries and mission.
* Excellent interpersonal, presentation (oral and written) skills and attention to detail.
* Self-motivated and able to work alone using own initiative.
* Experience of delivering successful communications strategies including online & social media.
* Experience of producing written material such as blogs and newsletters.
* Proven relationship building skills to establish and maintain good working relationships with a diverse group of people.
* Proven ability to be flexible and meet tight deadlines.
* Good IT skills including all Microsoft Office applications and use of Facebook and Twitter.
* Willingness and capacity to travel within the UK.

**Desirable:**

* Experience of working with the media.
* Experience of providing supported accommodation to destitute asylum seekers.
* Experience of working with people at a distance using a range of communications platforms.
* Experience of working with asylum seekers and refugees to tell their stories in creative ways.

**Note:** This job description is not intended to be an exhaustive list, and it is expected that you will be flexible and willing to participate in duties which are broadly in line with the above responsibilities.

This job description does not form part of the employment contract and we reserve the right to review it with the post-holder as necessary.