



Freelance communications specialist opportunity at NACCOM – role description

Responsible to: External Affairs Manager

Hours/contract length: Two days per week, for an initial three-month period

Location: Home-based, with occasional UK-travel

Rate: Circa £300-350 per day

About NACCOM:

NACCOM is a UK-wide network of frontline organisations committed to ending destitution and homelessness amongst people in the asylum and immigration system. Our vision is for the UK to have a fair, just and humane asylum and immigration system, which enables people seeking asylum, refugees and other migrants to be free from destitution and to live with dignity and agency.

We do this by promoting good practice in, and supporting the establishment of, accommodation and support services that reduce destitution and homelessness amongst people experiencing destitution, including refugees, people in the asylum system, and migrants with no recourse to public funds.

We use evidence and insights from our network to raise awareness and campaign for change to the policies and practices that lead to destitution for people in the asylum and immigration system, and to highlight the devastating human impact destitution can have. Read more about NACCOM including [vision and values](#).

About the team:

NACCOM is a small but impactful charity with eight full-time members of staff working from home in locations across the UK. The organisation is led by a Director, who oversees the work of the External Affairs, Network Development, and Finance and Administration teams. The Communications and Campaigns function sits within our External Affairs team, however our Communications and Campaigns Coordinator role is currently vacant, pending recruitment.

Role purpose/context:

We are looking to engage the services of an experienced freelance communications expert to provide wide-ranging communications support during a particularly busy period for our organisation. This includes communications work following the change of Government, when NACCOM will be looking to use our voice and influence to engage with key decision-makers and other stakeholders, as well as grow and mobilise our supporter base, through the media and other digital channels. We are also preparing to release a new set of annual data later this year, highlighting the scale and impact of destitution in the asylum and immigration system, as well as our annual Impact Report.

The post-holder will work alongside NACCOM staff, members, partners and people with lived experience to highlight and evidence the human impact of destitution and help NACCOM to strengthen and build our brand and profile as expert in our field.

Key areas of support required:

- Media relations - reactive and proactive
- Production of media materials, including press releases, statements, comment pieces and blogs
- Social media strategy, management and content production
- Copywriting and editing multi-channel content/materials
- Liaising with members, partners and other stakeholders
- Website editing
- Production of marketing assets

Person specification:

This is a great opportunity for an individual who is passionate about social justice and wants to use their wide-ranging communications skills to support NACCOM's communications and wider work to end destitution. We are looking for someone with;

Essential:

- Proven track-record and solid experience of working in a freelance capacity on the charity sector.
- Excellent interpersonal and communication skills, and experience of working with a diverse range of stakeholders.
- Ability to self-motivate and work autonomously using own initiative.
- Strong and wide-ranging communication skills, including content writing to a high and accurate standard, media relations and social media management.
- Ability to communicate with sensitivity and political awareness.
- Experience of working with agility and flexibility across projects, and meeting tight deadlines.
- Good IT skills including all Microsoft Office applications, and use of Facebook, Twitter, Youtube and Canva.

To apply:

If you would like to be considered for the role, please send us;

- your CV
- Sample documentation, or portfolio
- a cover letter including an outline of relevant skills, experience, and why you are interested in the role;

To hannah@naccom.org.uk, by Friday 13th of September 2024.

We will invite applicants of interest for an informal interview.

Please note we will also require two references from previous clients if you are successful.