

Media and Communications Manager

Salary: Up to £45,000 per annum plus benefits
Location: Russell Square, London
Term: Fixed term until 31 March 2024
Reports to: Communications Director
Hours: 37.5 hours per week

The Modern Slavery and Human Rights Policy and Evidence Centre (Modern Slavery PEC), hosted by the British Institute of International and Comparative Law (BIICL), is looking to recruit an experienced, organised and motivated Media and Communications Manager to join our growing team.

The Modern Slavery PEC aims to enhance understanding of modern slavery across the globe and transform the effectiveness of laws and policies designed to address it. To achieve this, the Modern Slavery PEC has developed an agile and dynamic research agenda that meets policy priorities. We co-create, conduct and commission research to fill evidence gaps. We translate research to influence laws and policies on modern slavery and aim to build an inclusive network of networks to facilitate new collaborations to address modern slavery.

The Media and Communications Manager will play a pivotal role in communicating the evidence funded and produced by the Centre, its policy expertise and its impact to its key audiences, with particular focus on working with the media.

You will have excellent communication skills, considerable experience in working in media and wider communications functions (ideally with a research and/or policy focus), a proactive and organised approach, a positive attitude to new opportunities and a track record of working both collaboratively and independently with a wide range of people on a variety of communications activities. You will ideally have an understanding of policy-influencing research, a demonstrable ability to build effective professional relationships both within the team and across a broad range of external stakeholders and excellent digital skills.

We expect the successful candidate to come to the office - located in Russell Square, London - for a minimum of two days per week – and we would expect there could be an occasional additional travel where necessary to support the aims of the role and the Modern Slavery PEC.

Background

- The Modern Slavery and Human Rights Policy and Evidence Centre was created by the investment of public funding to enhance understanding of modern slavery and transform the effectiveness of law and policies designed to address it. Co-creating, conducting and commissioning high quality research is at the heart of the Centre's work and we aim to bring together academics, policymakers, parliamentarians, businesses, civil society, survivors and the public on a scale not seen before in the UK to collaborate on solving this global challenge.

- The Centre is a consortium of six organisations (four universities and two Independent Research Organisations) led by the Bingham Centre for the Rule of Law (part of the British Institute of International and Comparative Law (BIICL)) and is funded by the Arts and Humanities Research Council (AHRC) on behalf of UK Research and Innovation (UKRI). Read more about the Modern Slavery PEC at www.modernslaverypec.org.
- The Modern Slavery PEC is hosted by the British Institute of International and Comparative Law (BIICL), who is a formal employer for this post.

About you

- You will be a communications all-rounder covering wide-ranging functions, with a proven experience in working with the media a must.
- You will have substantial experience of working as a press officer in research and/or policy settings, with a proven ability to develop successful media strategies.
- You will have an understanding of how to communicate complex stories in a simple and engaging way and be able to pitch these successfully to the press to gain positive coverage.
- You will have experience of working independently, with ability to spot opportunities and pursue them without supervision.
- Whilst independence is a must, collaboration is also at the heart of the Modern Slavery PEC. Working with people both inside and outside the organisation is key to the success of this role, so you will need to have a proven track record of building strong working relationships with journalists, colleagues and external partners, particularly in a research or policy setting.
- Superb copy writing skills and experience drafting press materials, blogs and opinion pieces, digital media copy, with ability to identify and adapt your style for different audiences
- You will have experience of using social media, editing websites, email marketing and other relevant digital channels, with a good eye for visual content and a basic ability to use photo, audio and video editing software.
- You will have a good eye for detail to ensure that external facing communications are of high quality and in line with the Centre's guidelines.
- You will have an understanding of the landscape of policy-influencing research, **or** a proven track record of quickly and effectively building an understanding of new professional sectors.
- You will have an understanding of the human rights landscape and ideally a basic understanding of modern slavery.
- You will have an ability to work on sensitive issues with potentially vulnerable people.

- You will have excellent digital skills and, as well as an understanding of Microsoft Office suite or equivalent, have demonstrable experience of successfully using a variety of online tools to support collaboration in remote-working situations
- The Modern Slavery PEC is committed to being inclusive and diverse and particularly encourages applications from women, people with disabilities, BAME applicants, LGBT+ applicants and other minorities. The Modern Slavery PEC is committed to ensuring that the voice of people with lived experience of modern slavery informs research and policy and we encourage applications from those who have been directly affected by modern slavery. The Centre is committed to being a values-based organisation and, in the spirit of our values, we commit to proactively challenge bias and offer a fair and equitable recruitment process for all applicants.

The Role

The Media and Communications Manager will work closely with the Communications Director to implement the Modern Slavery PEC Strategic Delivery Plan. The post holder will play a pivotal role in implementing the Centre's Communications Strategy, communicating the evidence funded and produced by the Centre, its policy expertise and its impact to its key audiences, with particular focus on the media.

This role will suit a proactive, independent and collaborative problem solver, who is aiming to broaden their skillset with a longer-term view of career advancement into more senior roles.

This is an ideal position for someone who can independently and proactively implement media and communications strategies and adapt tactics depending on particular situations and issues.

As the role involves working with external researchers funded by the Centre, it will also suit someone who enjoys working with people and has a required flexibility to do it effectively. The role requires an excellent ability to build relationships with external academics and other research partners, including people with lived experience of modern slavery, providing support to them to communicate their research effectively, and responding to challenges presented by this setting in a constructive manner.

The main responsibilities of the role are:

- To support the Communications Director on the implementation of the Modern Slavery PEC's Strategic Delivery Plan and Communications Strategy, working alongside the core team as well as the collaborating partners to ensure a fully interconnected and integrated approach. This includes (but is not limited to):
- Growing the Modern Slavery PEC's media coverage by:
 - Identifying opportunities for promoting expertise and evidence produced by the Modern Slavery PEC
 - Developing stories in cooperation with the Modern Slavery PEC staff and funded research teams, including longer-lead stories
 - Proactively identifying relevant outlets and journalists to pitch stories to
 - Building strong relationships with a wide range of journalists
 - Responding to journalists' queries, including sharing responsibility for maintaining the out of office hours response
 - Acting as a spokesperson if necessary

- Promoting the expertise of the Modern Slavery PEC by developing the commentary from the Centre in the media, by publishing blogs/op-eds, providing written comments and putting forward the Modern Slavery PEC staff to comment in the broadcast media
- Working closely with the Communications Director on media launches of research reports, including on drawing up communications plans, developing messaging, identifying best media approaches, drafting press releases and digital content and disseminating the research to key audiences.
- Proactively building relationships with researchers and other partners to utilise their expertise and promote their research
- Working with people with lived experience of modern slavery on building their capacity and their role in the Modern Slavery PEC communications
- Sharing the responsibility for the planning, management and content development of the Modern Slavery PEC's communications work
- Developing content for the Modern Slavery PEC website and social media, including visual, video and audio content.
- Monitoring relevant news and social media stories on a daily basis and identifying opportunities they present to promote the Modern Slavery PEC's evidence and expertise
- Sharing responsibility with the Communications Director for drafting content for the Modern Slavery PEC newsletter
- Sharing responsibility with the Communications Director for drafting content for other outputs such as external newsletters (such as Bingham Centre's and BIICL), funders reports and other channels where appropriate
- Supporting the Communications Director in collaborating with research teams and the Modern Slavery PEC staff in developing research outputs, such as Research Summaries, Policy Briefings and reports.
- Editing, quality checking and proofreading content produced by others
- Monitoring and monthly reporting of communications activities, evaluating successes and areas for improvement on a regular basis
- Involvement in special or one-off initiatives identified by the Directors of the Modern Slavery PEC and its stakeholders which will further the aims of the Centre
- Supporting the Communications Director on reasonable ad-hoc communications-related tasks as required, including undertaking tasks related to other potential new initiatives that might arise as the Modern Slavery PEC expands.

Key working relationships

Internal

- Communications Director (line management)
- Director of Research
- Director of Policy Impact
- Policy Impact Manager
- Partnerships Manager
- Lived Experience Manager
- Research Operations Manager
- Operations Director
- Monitoring and Evaluation Manager
- Director of the Modern Slavery PEC

External:

- Research teams funded by the Centre, including academics, NGOs, practitioners, statutory organisations, businesses and others
- People with lived experience
- Funders (Arts and Humanities Research Council) communications team

Person Specification

<p>Relevant Experience</p>	<p>Essential</p> <p>Considerable experience in leading and running an all-round communications function in research and/or policy settings.</p> <p>Proven track record of developing and implementing successful media strategies in research and/or policy settings.</p> <p>Proven ability to translate complex and technical research into simple and engaging stories and communicating them to non-expert audiences.</p> <p>Superb copy writing and editing skills and experience drafting press materials, blogs and opinion pieces, digital media copy, with ability to identify and adapt your style for different audiences.</p> <p>Experience of successful development and implementation of digital media strategies, including social media, website, email marketing and other relevant digital channels</p> <p>Good eye for visual content and a basic ability to use photo editing software (such as Canva).</p> <p>Good eye for detail to ensure that external facing communications are of high quality and in line with the Centre’s guidelines.</p> <p>Understanding of the human rights landscape, with basic understanding of modern slavery.</p> <p>Excellent organisational and planning skills and a demonstrable ability to manage several complex and differing projects concurrently through to a successful and timely conclusion.</p> <p>Excellent digital skills, including Microsoft Office suite or equivalent as well as online tools to support collaboration in remote-working situations</p> <p>Desirable</p> <p>Understanding of policy-influencing humanities/social science research landscape, or a proven track record of quickly and effectively building an understanding of new professional sectors.</p>
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	<p>Understanding of framing and other best practice in communications.</p> <p>Basic ability to edit video and audio content.</p>
Leadership and Management	<p>Essential</p> <p>Experience of working independently, with ability to spot opportunities and pursue them without direct supervision.</p> <p>Evidence of successfully leading on the development and delivery of new initiatives, which include a variety of internal and external stakeholders.</p> <p>Proven ability to evaluate and improve processes and ways of working.</p> <p>Demonstrated high level of professional integrity.</p>
Teamwork and Collaboration	<p>Essential</p> <p>A strong track record of working collaboratively, demonstrating a can-do attitude, flexibility and understanding of other points of view.</p> <p>Demonstrable experience of building constructive relationships within and outside of a complex organisation, and of exercising tact and sound judgement across professional collaborations.</p> <p>Diplomatic skills to solve problems and negotiate different points of view with external stakeholders.</p> <p>Experience in building capacity and supporting others to communicate effectively, including in working with the media.</p> <p>Desirable</p> <p>Experience of working on sensitive issues with potentially vulnerable people, such as people with lived experience of modern slavery.</p>

How to apply

To apply, please send the following by **23:59 on 9 October 2022** by email to jobs@modernslaverypec.org:

- Your full CV, including the names and email addresses of three referees;
- A covering letter (maximum 2 pages) setting out your reasons for applying and how you consider that you meet the Person Specification for the post.
- The BIICL Application Cover Form available on the BIICL website [here](#).
- The BIICL Equality Monitoring Form (optional). Available on the BIICL website [here](#).

It is expected that interviews will take place in the week commencing **31 October 2022**. It is hoped that the successful candidate will be available to start as soon as possible.

In order to be considered for this role, you must currently have the right to work in the UK or will have the right to work in the UK by the date of commencement of employment.

Informal enquiries about this post may be addressed to Communications Director Jakub Sobik at j.sobik@modernslaverypec.org.

About the Modern Slavery and Human Rights Policy and Evidence Centre

The Modern Slavery and Human Rights Policy and Evidence Centre (Modern Slavery PEC, or the Centre) was created by the investment of public funding to enhance the understanding of modern slavery and transform the effectiveness of laws and policies designed to address it.

It is designed to provide independent, impartial and authoritative insight and analysis on modern slavery based on high quality research it commissions, aiming to have a transformational impact on the understanding of modern slavery and the responses to it. The Centre brings together academics, policymakers, businesses, civil society, survivors and the public on a scale not seen before in the UK to collaborate on solving this global challenge. The Modern Slavery PEC's approach is rooted in human rights.

Led by the [Bingham Centre for the Rule of Law](#) (part of the [British Institute of International and Comparative Law \(BIICL\)](#)) and funded by the [Art and Humanities Research Council](#) on behalf of [UK Research and Innovation](#) (UKRI), the Centre is a consortium of universities and Independent Research Organisations consisting of the [Rights Lab](#) at the University of Nottingham, the [Wilberforce Institute](#) at the University of Hull, the [Centre for the Study of International Slavery](#) at the University of Liverpool, the [Bonavero Institute of Human Rights](#) at the University of Oxford and the [Alan Turing Institute](#).

Read more about the Modern Slavery PEC at www.modernslaverypec.org.

About the Bingham Centre for the Rule of Law

The Bingham Centre is part of the British Institute of International and Comparative Law and exists to advance the Rule of Law worldwide. Its Strategy, *Proactively Advancing the Rule of Law*, sets out its strategic aims for the five-year period 2018-2022. The Centre aims to have a direct impact on law, policy and decision-making and to do so by carrying out and disseminating independent, high quality research on the major Rule of Law issues of the day.

About the British Institute of International and Comparative Law

The British Institute of International and Comparative Law (BIICL) is one of the leading independent research centres for international and comparative law in the world. The Institute's high quality research projects, seminars and publications encompass almost all areas of public and private international law, comparative law and European law, and it is at the forefront of discussions about the most pressing contemporary issues of international and comparative law.