Job Title: Media and Communications Coordinator

Hours: full time (5 days per week)

Salary: £27,000 p/a pro rata

Application Deadline: 11:59pm on Sunday 11th July 2021

Contract: Permanent contract (with 3 month review period)

Start date: August 2021

Location: To work remotely from anywhere in the UK until HJL offices in London are re-opened

Purpose of the role:
To plan and deliver HJL's communications and outreach strategies and campaigns. This includes: copywriting; designing and reviewing promotional materials; overseeing and managing the organisation's social media presence; coordinating press outreach; supporting the delivery of organisational programmes (e.g. communicating with speakers & practitioners, supporting events, tech checks, briefings etc).
You will be coordinating closely with the Healing Justice Ldn Communications and Programmes teams to accomplish these objectives.

About Healing Justice Ldn

Healing Justice Ldn (HJL) creates safe spaces for healing for communities that are marginalised. We are inspired by social, disability and health justice, embodiment, creative-arts therapy and trauma-informed practice, involving deep listening and authentic lived experience participation. We merge theory with practice to reimagine wholeness and wellbeing at the intersection of adversity, disadvantage and oppression.

We are led by people of colour and lived experience, working on the intersections of oppression, health, healing and liberation practice. We seek to undo harms, repair, vision and sustain futures possible free from intimate, interpersonal and structural violence.

The kind of skills and qualities we are looking for (Person Specification):

We expect the applicant to meet most of the essentials listed here, and some of the desirable. A university degree is not a requirement, and experience can be in a paid or unpaid context.

Essential Skills & Qualities

- Experienced in social media strategy and implementation for increasing engagement and community building
- Excellent writing and content editing skills
- Comfort with graphic design skills and/or software (e.g., Adobe Illustrator, Photoshop, Canva)
- Comfort with media relations, press outreach and press release development
- Understanding of brand management and brand guideline implementation
- Knowledge and/or interest in learning communications principles rooted in accessibility
- Ability to build and work within communications systems and infrastructures in a small team
- Ability to work quickly and be responsive and adaptive to sensitive and emerging issues
- Self-organised with strong time-management skills
- Good team-player
- Interest in health, wellness, and social justice
- Strong overall communication

Desirable Skills & Qualities
- Knowledge of intersectional politics
- Knowledge of Healing Justice Ldn
- Knowledge of grassroots and activist groups in the UK; and experience with building community and networks, including digitally
- Event promotion experience
- Skills to support website management

This job would suit someone who has experience in media and communications management, has excellent writing and content creation skills and good graphic design skills. The job suits someone who is comfortable working in a small team; taking initiative and working efficiently; being responsive and adaptive to sensitive and emerging issues, such as political climate/uprisings; and supporting frontline and grassroots groups.

How to apply

Application Deadline: 11:59pm BST on Sunday 11th July 2021

Please submit your application by completing this form by 11:59pm BST on Sunday 11th July 2021, as part of this form you will be required to answer 3 questions and submit your CV.

Interviews: We will be holding interviews w/c 19th July by Zoom with shortlisted candidates.

Building Justice and Equity In Our Work

Healing Justice Ldn strives to build equity both in its recruitment and in its work. We oppose all forms of unlawful or lawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, class, gender, sexuality, religion, age or disability.

The successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application materials and their interview performance.
We encourage applications from people of colour and those from working class backgrounds. Where two or more candidates are judged to be of equal merit, priority may be given to a person of colour/the candidate who belongs to a less well-represented group or a group that is subject to marginalisation.

Let us know if there are any access needs or adjustments you’d like us to make in the application and interview process in view of a disability, access or health issue.

If you would like to discuss the role or the application process informally, contact us at info@healingjusticeldn.org. If you are unsure about something in the person spec, please get in touch!