



## Vacancy: Communications Manager

**Location:** This role is based in London. Our team is currently working remotely but we will gradually be returning to the office over the coming months. The candidate will be expected to work in the London office a minimum of 2 - 3 days per week.

**Duration:** Full time, 12 months with the possibility of extension.

### Overview

Lawyers for Justice in Libya (LFJL) is a Libyan and international independent non-governmental organisation, committed to achieving justice and respect for human rights in Libya. We do this through advocacy and outreach, accountability, transitional justice initiatives and capacity building, underpinned by our own independent research.

We are looking for an enthusiastic, creative Communications Manager to join our close-knit London office and support our lawyers to communicate our work and mission in Libya and internationally. You will relish the opportunity to work in collaboration with our programme and management teams to devise a communications strategy that will take our organisation to the next level. This is an excellent opportunity growth opportunity with the potential to hire a team and progress to Head of Communications in the future.

#### Responsibilities include, but are not limited to

- Working with our senior programme staff, management and creative partners to develop and evaluate a comprehensive media and communications strategy.
- Drafting press releases, monthly newsletters and other public relations material to communicate our position on emerging developments, in line with our [mission statement](#) and programme goals.
- Managing the production and launch of research reports.
- Coordinating and working with programme staff ahead of events and meetings to devise key messages and integrate communications including social media into the activities;
- Staying abreast of key developments in Libya and ensuring planned and reactive communications are managed accordingly.
- Building and maintaining a strong network of journalists and media outlets to help increase our outreach and platforms of communication, collaborating on content, pitching stories and facilitating media access.
- Collaborating with our Libyan and international networks to support advocacy and outreach goals.
- Planning and delivering planned and ad-hoc campaigns.
- Manage the promote our podcasts [Libya Matters](#) and [Haqani](#).
- Manage our social media channels and create content to build our audience.
- Recruiting and overseeing the work of a Communications Officer.

- Updating the organisation's website and keeping it up to date.
- Organising work-plans and managing communications with third parties, including creative partners and service providers, in order to ensure the timely delivery of project materials.
- Representing LFJL's communications goals within project networks and working groups.
- Collaborating with donors, creative partners and service providers to create project outputs and deliverables, including podcasts, reports and other materials.

### **Desired experience, skills and qualifications**

- At least three years of relevant work experience is required. This may include previous work experience in journalism or public relations, at civil society organisations or intergovernmental institutions.
- Proven experience producing quality creative materials for print, broadcast and digital outlets.
- Demonstrable experience communicating to audiences through traditional and social media is required.
- Ability to strategise, formulate and carry out successful media outreach campaigns.
- Awareness of relevant traditional and digital media networks and platforms internationally, and ideally, a good network of relevant contacts.
- Ability to draft and edit high quality written material accurately, concisely, quickly and tailored appropriately to a targeted audience.
- Good 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.
- Excellent written and oral communication in English is essential, and in Arabic is highly desirable and a distinct advantage. Please comment on your level in both languages as part of your application.

### **Remuneration:**

The salary for this role is £35,000.

Please note that we are keen to fill this position as soon as possible and will consider applications on a rolling basis.

Due to the high number of applications, we will only get back to the applicants shortlisted for an interview.

### **How to apply**

Please send your CV, a brief cover letter specifying your availability and interest in this position and an unedited writing sample to [jobs@libyanjustice.org](mailto:jobs@libyanjustice.org).

Please also include names and contact details of two referees, at least one of which must be professional.

You must confirm in your application that you have the right to work in the UK.