

# Participation and the Practice of Rights

## Job Description

<b>Job Title:</b>	<b>Communications Coordinator</b>
<b>Hours:</b>	17.5 hours per week
<b>Payscale</b>	SO1 (£26,470 - £28,221) Starting salary £26,470 pro rata
<b>Responsible to:</b>	Assistant Director - Programmes
<b>Job Purpose:</b>	The post holder will work closely with PPR staff and activists on messaging, media strategy (including social media), and developing materials to expose housing rights abuses and win campaigns.

### Main duties and responsibilities:

- 1. Implement project objectives and work programme at local level**
  - In collaboration with the Assistant Director - Programmes, develop and implement a work-plan to deliver on agreed project objectives
  - Report on a regular basis to the Assistant Director - Programmes on progress in implementation of agreed plan
  - Assist in reporting to funders and project evaluators.
- 2. Coordinate PPR's right to housing campaign communications by:**
  - developing and driving comprehensive communications strategies incorporating traditional and digital media in coordination with PPR staff and activists
  - writing communications plans with clearly defined and measurable goals, messaging, tactics, and timelines
  - assisting with creating campaign messaging and talking points
  - assisting with writing and designing campaign communications, including leaflets, posters and newsletters, social media and other online content, videos and others
  - assisting with profiling campaigns in traditional media outlets, including press releases, letters and op-eds
  - assisting with developing and executing effective online campaigns with the goal of raising awareness and recruiting & activating supporters
  - assisting with conducting trainings on campaign messages, digital tools and communications best practices for campaign staff, activists and allies
  - assisting with community and political outreach efforts associated with targeted campaigns
  - working with staff and activists to develop their communications capacity.

**Other duties**

The Communications Coordinator will be required to carry out any other reasonable duties as are required in pursuance of the aims and objectives of PPR.

**Holidays**

The Communications Coordinator will be entitled to 15 days of holiday per year (30 days pro-rata) in addition to statutory holidays.

**Hours**

The post holder will be expected to work 17.5 hours per week with some evening and weekend work. They will be based in Belfast but some travel may be required.

**Duration**

This position will operate for a three years period initially with the possibility of extension should funding be secured.