Job Title:	Communications Officer		
Department:	Communications team	**Contract:**	Full-time
Reports to:	Communications Manager	**Duration:**	One year, renewable subject to performance and funding
Location:	Flexible / Remote		
Direct reports:	None		
Key relationships:	Communications Director, Policy Director & team, Research Managers, Alliance for Affordable Internet (A4AI) Director and team.		
Job Role			
Role overview:	We're looking for a junior communications all-rounder who will support comms efforts across our programmes and take ownership for the management and growth of our digital presence, including social media, website and newsletters. The candidate will be a strong writer with a keen ability to communicate digital access and rights issues in clear, compelling ways to expert and general audiences. As a key member of a tight-knit team, this person will feed into strategic discussions and have opportunities to learn and grow across the full communications mix while working on one of the pressing issues of our time: the impact of the web and technology on our society.		
Accountabilities			
Key Accountabilities / Responsibilities	**Key Activities**		**% time on task**
Content and creative	● Writing and copy editing, including blogs, press releases, annual report, research reports and other collateral. ● Creating social media content including text, graphics, videos and interactive content ideas. ● Collating and drafting the weekly news brief and monthly newsletters. ● Selecting imagery to represent the Web Foundation and A4AI brands. ● Assisting with the creation of brochures, report design, video content and other promotional materials.		**30%**
Digital management	● Daily management of the A4AI and Web Foundation websites. ● Run WF social media channels (Twitter, Facebook, LinkedIn and Instagram) and develop strategies to increase impact and grow audiences. ● Curate lists of partners and influencers on social media to support engagement, amplification and community building.		**30%**

	• Manage newsletter databases and develop effective supporter communications. • Manage Google adwords grant and set up other social media ads as necessary.	
Research and measurement	• Monitor press coverage on a weekly basis and build measurement reports following major events, launches and campaigns. Track progress and compare results over time. • Monitoring media narrative around key Web Foundation and A4AI issues, and ensure the team is informed and spotting proactive opportunities to engage press and social influencers. • Tracking our website, social and newsletter analytics.	**20%**
Other support	• Other ad hoc communications tasks as required, including database management, event planning and supplier liaison. • Maintain comms planning and prioritisation calendar. • Support team with media sell-ins.	**20%**
Job Role		
Education & Certifications	• Education to BA level OR can demonstrate alternative skills development.	
Essential Knowledge and Experience	• At least two years of experience as a Communications Officer, Campaign Officer or Social Media Coordinator (ideally in an advocacy-driven organisation or within the technology sector). • Experience managing organisational social media accounts and email communications. • Vivid writer, able to present difficult concepts in clear, simple language. • Strong visual and graphic design sensibility, with basic design skills and experience managing external contractors. • Track record of working with complex, research-based material to distill key messages and extract compelling facts, quotes and stories. • Highly motivated and organised, thriving under pressure and willing to work longer hours during crunch periods. • Creative and entrepreneurial, with demonstrated success in coming up with bold approaches to grab attention and engage audiences. • Experience working with diverse cultures and in developing countries.	
Desirable Knowledge and Experience	• Experience in any of the civic tech, human rights or development sectors. • Fluency with Wordpress or other website CMS and website analytics software. • Working knowledge social media management tools such as Hootsuite, Tweetdeck and Buffer, and digital ads platforms (Google ads, Facebook, Twitter and LinkedIn)	

	● Experience with Photoshop, InDesign, Canva or other design software ● Conversational ability in at least one major world language other than English (Spanish or French preferred) ● Event management experience. ● Contacts in the tech/development journalism world. ● Willingness to travel.