

# JOB DESCRIPTION

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<b>JOB TITLE:</b>	Communications Manager
<b>CONTRACT TYPE:</b>	9 Months (Maternity Leave Cover)
<b>FUNCTION/ TEAM:</b>	Communications
<b>LOCATION:</b>	London; Hybrid-style working & flexible working conditions
<b>HOURS:</b>	Full-time, inclusive of breaks
<b>SALARY:</b>	£33,112 per annum

## EQUAL OPPORTUNITIES

As a small charity working to disrupt the global business of human trafficking, gathering intelligence, and delivering campaigns and projects around the world, we recognise that our team is strengthened by the knowledge, experience and insights that people from a wide range of backgrounds bring. As a minimum, we expect all applicants to show a demonstrable commitment to equality and diversity.

## SUMMARY OF THE ROLE

STOP THE TRAFFIK is disrupting the criminal business of human trafficking. We are prevention-focused and intelligence-led. Our communications plays a critical role in raising awareness of this horrific human rights abuse, uplifting the stories of those with lived experience, and amplifying why investing in prevention is the future.

We are seeking a highly skilled and resourceful Communications Manager to cover a 9 month maternity leave period. The ideal candidate will have a strong background in communications, design, and social media management, with the ability to manage multiple projects simultaneously while maintaining brand integrity.

## **SUMMARY OF RESPONSIBILITIES**

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This role will be responsible for:

- Creating and implementing communication strategies that align with STOP THE TRAFFIK's goals and objectives. This includes monitoring and analysing live trends (i.e., on social media) to adapt and refine existing strategies.
- Write and edit compelling content for newsletters, blog posts, social media, and other channels in both long-form and short-form.
- Support our Fundraising & Development Team to produce effective individual giving campaigns through powerful visual assets and a strong, impactful narrative.
- Ensure team output upholds brand consistency and integrity across all platforms.
- Develop engaging content, including videos, posts, and case studies, that highlights real-life case studies from our team's programmes to effectively showcase the impact of our work.
- Manage key partnerships with PR, brand, and marketing agencies who support our organisation.

## **PERSON SPECIFICATION**

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- Bachelor's degree in Communications, Journalism, or a related field, and/or transferrable skills
- Knowledge/interest on modern slavery and human trafficking, and how MSHT impacts individuals and communities
- Proficiency in Adobe Illustrator, Photoshop, and Canva
- Experience with WordPress for website management
- Knowledge of MailChimp for email marketing campaigns
- Expertise in using social media platforms effectively, particularly TikTok
- Strong understanding of brand management principles
- Ability to summarise complex information and make it easy to understand
- Create (strategic thinking), present, develop and design fundraising campaigns

## **PERSONAL QUALITIES**

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- Strong demonstration of STTG values: trusted, innovative, driven, disruptive, and imaginative
- Ability to multitask to a high level, while meeting deadlines and managing time effectively
- Highly resourceful, self-starter, open to innovation with strong attention to detail
- Growth mindset, open to giving and receiving feedback
- Ability to work effectively independently and in a team, with excellent communication skills

*We do not require any additional qualifications, rather, candidates must demonstrate previous experience in an environment with transferrable skills to this position. If you do not meet 100% of the above, please consider applying regardless. We are happy to upskill where possible or look at alternate roles in the company.*

## **SAFEGUARDING VULNERABLE CHILDREN & ADULTS**

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STOP THE TRAFFIK Group is committed to safeguarding and promoting the welfare of vulnerable children and adults. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

### **SIGNED:**

<b>EMPLOYEE</b>		<b>LINE MANAGER</b>	
<b>PRINT NAME</b>		<b>PRINT NAME</b>	
<b>DATE</b>		<b>DATE</b>	