

Send an email including your CV and a short cover letter outlining why you would like to join the team at [contact@workrightscentre.org](mailto:contact@workrightscentre.org)

## **Job Description**

### **Marketing and Communications Assistant**

#### **1. Work Rights Centre**

Work Rights Centre is a charity dedicated to ending in-work poverty by helping workers exit poorly paid, unprotected, and insecure employment. Our team of volunteers provides free and confidential information in a variety of European languages and can help service users understand their employment status, access their employment rights, and improve their employability.

#### **2. Marketing and Communications**

Marketing and Communications is the lifeline of any charity. A large part of this team's work is to ensure the organisation's visibility with the general public, and sustain a good relationship with our stakeholders: existing and new donors, local authorities who are interested in our services, other governmental or non-governmental organisations who are interested in collaborating with us. This involves regular updates of the Facebook and Twitter accounts, but also attending stakeholder events and drafting key messages that portray the activity and achievements of the charity concisely and effectively, such as case studies, press releases and business briefs.

#### **3. Your role**

Initially, your key responsibilities will be to regularly update the social media accounts, monitor readership, and represent the charity at stakeholder events such as meetings with other third sector organisations and local authorities. Gradually, as you gain experience and confidence in the role, you will be welcome to contribute to writing case studies, press releases and business reports for our stakeholders. Given the key role of communications across the organisation, you will be working closely with the Chair of Trustees, Fundraising Officer, as well as Web Developer.

#### **4. Line Manager**

Olivia Vicol, Chair of Trustees.

#### **5. What we are looking for**

##### **Key skills:**

- educated to a Bachelor's Degree at least (can be in process);
- English language proficiency;
- excellent writing skills;
- excellent communication skills;
- commitment of at least 3 months, for 3 hours a week;
- knowledge/interest in precarious work, or employment rights or employability, particularly in migration and/or exploitation;
- flexibility - working on different tasks in parallel.

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## 6. Why volunteer with us?

- excellent training for individuals looking to gain experience in marketing and communications;
- opportunity to meet key players in the charity and local authority sector;
- being a small charity, you will be working closely with all members of the charity, gaining an insight into the daily running of a charity: administration, finance, human resources;
- greater comprehension of the plight of migrant exploitation in London's low skilled industries;
- doing work on a niche issue, lightly present or entirely absent from other UK charities, from research, and from public awareness;
- greater understanding of the complexities of maintaining an organisation's visibility;
- friendly and inspiring work environment.

## 7. The team

- **Olivia Vicol** (Chair of Trustees) is a doctoral researcher at Oxford University's Centre on Migration, Policy and Society. Her work highlights the risks faced by Romanian nationals who migrate from rural areas, and whose reliance on personal networks and distrust of state structures make them particularly vulnerable to exploitative work.
- **Eliza Galos** (Director of Fundraising) also does research for the International Organisation for Migration (IOM) in Zurich, Switzerland. She has over four years of work experience in the third sector in the UK. She has also worked for a local authority and the University of Oxford, on migration and employment.
- **Adelina Cega** (Director of Services) supports East Europeans into work, as a project worker for St John of God Hospitaller Services. She is also a Street Prostitution Outreach & Engagement Worker for a charity in North London.
- **Laura Chilintan** (HR Manager) works on project monitoring for Law Centres Network, specifically focusing on a project on EU citizens' access to rights in the UK. She previously worked in the homelessness sector, assisting East Europeans working on the black market.
- **Charles Eddy** (IT Service Manager) has worked in software development for six years specialising in websites particularly in eCommerce applications. With a background originally in the sciences he has also worked for a primary care trust.

**8. Job commencement date:** as soon as possible.

## 9. Remuneration

The role is voluntary. It is expected to become paid once funding is secured. Travel expenses for charity-related activities are reimbursed.

## 10. How to apply

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