



Religious in Europe Networking Against Trafficking and Exploitation

ADVERT

Position: COMMUNICATIONS PERSON
Reports to: President of RENATE

RENA TE is actively seeking a Communications Person for its Network. The Communications Person will have the unique opportunity to develop the post in liaison with RENATE's Core Group and with the President, who is line manager.

Job Purpose:

The **Communications Person** will...

- promote RENATE's vision, mission and values in opposing the 'trade' in human trafficking
- raise public awareness of the issue of Human Trafficking
- make the Network of RENATE known throughout Europe
- respond to requests from 'outside' Agencies, including Media
- produce publicity materials, including a monthly newsletter for RENATE Website.

Description:

The role will require preparing and advising on materials in support of RENATE's awareness raising on Human Trafficking; writing and editing print and online articles, stories and case studies to highlight the situation of Human Trafficking across Europe and the world.

The role requires liaising with the Website Manager as well as liaising with the President in communicating outside the Network.

Main functions / duties:

- attend meetings, trainings and social activities of RENATE as and when requested
- monthly Core Group Skype Conference Calls for business/planning/admin purposes as and when requested
- liaise with RENATE President in matters related to its work
- inform the network members as well as appropriate media outlets of current events within RENATE such as conferences, cross-cultural visits, articles on Human Trafficking (particularly related to RENATE's mission and values, e.g. Pope Francis and Catholic organisations and agencies working on HT issues) – many of which events will require a rapid response
- set up a RENATE blog that will inform its membership as well as a wider audience
- link with RENATE'S named person in each country on current events in HT, summarise reports and circulate to the Network and Web via Social Media
- review and respond to articles in the media (paper, TV/Radio programmes) on Human Trafficking
- take appropriate action regarding requests made by Core Group
- critique and respond to government policies in relation to Human Trafficking.



Religious in Europe Networking Against Trafficking and Exploitation

Editing Purpose:

All written reports and public relations material will be submitted to a designated person (Editor) in RENAME prior to circulation.

Qualities:

Person must be reliable, have her/his own office/space to work

She/he needs to:

- have experience and confidence in using social media appropriately and efficiently to promote RENAME's work
- have an ability to select stories that will highlight RENAME's work well and provide opportunities for articles and coverage to its network
- have excellent drafting and editing skills, requiring little supervision or checking, with a fluency in English language with excellent grammar, syntax and spelling.
- have the capacity to critique media articles on Human Trafficking and make a response (rapid when necessary) in RENAME's name
- be conversant with Catholic Social Teaching
- be comfortable and equipped to use all forms of Social Media
- work alongside RENAME's President, Core Group Website Manager and Secretary in order to promote RENAME's profile and make its work accessible to the Network and to the Public.

Salary and Work arrangements:

Sixteen Hours per week (two days) initially. As this is a new post it will be developed as appropriate.

Work programme to be produced every two weeks

A written three-monthly report on work carried out for RENAME

A written three-monthly account of finances incurred plus an annual report of finances incurred as part of the job

An annual review/appraisal of the year's work carried out for RENAME

The Communications Person may be self-employed or be part-time salaried

Person will be reimbursed for all expenses incurred in the work for RENAME

Receipts and costs must be submitted to the President or named person within RENAME

The approval of the President is required prior to internal/external communication circulated.

Other duties/functions to be carried out as and when required by the President.

Application:

Apply by letter and CV. Include names and contacts of two referees (at least one former employer) before the 30th April 2014. This information to be sent to the email address of Sr. Imelda Poole, President of RENAME: imeldapoole@gmail.com