

# Howard League for Penal Reform

## Job description

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| <b>Job title</b>    | Communications Coordinator  |
| <b>Reporting to</b> | Communications Manager      |
| <b>Job location</b> | London, N1                  |
| <b>Salary</b>       | £32,000 - £37,000 per annum |

## Purpose of the post

The Howard League for Penal Reform is the world's oldest penal reform charity, with a proven record of delivering change.

Our successful campaigns have led to the abolition of capital punishment, an end to the ban on sending books to prisoners and a massive reduction in arrests of children. Our legal team provides expert advice and support to children and young people in prison.

We are now looking for a Communications Coordinator who can help us achieve our goals of less crime, safer communities and fewer people in prison.

The Communications Coordinator will work across both print and digital communications, including our website and social media, as well as organising the charity's events.

## Duties and responsibilities

- Coordinate website development and support colleagues to update content as appropriate
- Produce engaging digital content on the website, in supporter emails, and across the charity's social media channels
- Design publications in-house using design software such as InDesign, and devise infographics for social media such as Instagram
- Coordinate the dissemination of publications, liaising with third parties such as printers and mailing houses as required
- Organise and promote a wide range of events, both in person and virtual, working with colleagues from across the organisation
- Evaluate all activities relating to digital communications, publications, and events
- Maintain professional knowledge and skills to keep pace in dynamic environments and share skills as appropriate with colleagues.

## **Person specification**

- Strong project management skills, including experience of organising and managing events
- Experience in communications and marketing
- Understanding of how to apply digital technology to support and enhance both internal and external communications
- Excellent verbal and written communication skills, including the ability to write for different audiences and on different channels
- Experience of using social media tools and design software, as well as experience of using a range of office software packages
- A good team player, with strong interpersonal skills and the ability to build relationships internally and externally
- Excellent organisational skills, with the ability to balance a varied workload
- Ability to think creatively and conceive innovative solutions and ideas
- A commitment to social justice, human rights and prison reform.

## **Conditions of Service**

The post is full-time, or part-time for the right candidate.

The terms and conditions are as laid out in the contract of employment and the office handbook and include 30 days' paid leave plus statutory days and 10 per cent contribution to the Howard League workplace pension scheme. You may choose to work in the office each day, or to work some days from home on agreement with management.

The Howard League strongly encourages applications from suitable candidates with lived experience of prisons or the wider criminal justice system.

As an inclusive employer, the Howard League actively encourages applications from racially minoritised backgrounds.

## **How to apply**

To apply for this role, please fill in the application form. If for any reason you can't use the application form, please provide an up-to-date CV and

supporting statement, giving evidence and examples of how you meet the criteria, and what you feel you would bring to the role.  
Please e-mail the completed application to [info@howardleague.org](mailto:info@howardleague.org).

The deadline for applications for this role is **5pm on Friday 15 July 2022**.

First interviews will be held on **Monday 25 July 2022**.