 Rethink Rebuild Society

Job Advertisement

Research & Advocacy Officer for Rethink Rebuild Society

About Rethink Rebuild Society:

Rethink Rebuild Society (RR) is a Manchester-based charity (1177807) that works towards improving the lives of refugees, asylum seekers, and immigrants, in particular but not exclusively Syrians in the UK, helping them become positively established within the British society. Our work began informally after the start of the Syrian uprising in March 2011, and we were formally registered in May 2013.

Our work comprises of three distinct yet interrelated components (Community Support, Advocacy, and Education Project). Its work is executed by a team of employees and community volunteers and it depends financially on the contributions of RR members and donations from RR friends. For more information please visit our website (http://www.rrsoc.org/).

The Vacancy

The organisation is seeking a new employee to fill in the 'Research & Advocacy Officer' position of RR with a starting date of 15th November 2017. Training will be provided upon assumption of the role to allow the new employee to settle into the organisation.

The required position is full time for a one year fixed term contract with an initial probationary period. The post can be extended on yearly basis based on your performance and fulfilment of duties.

Salary is £22,000 per year (can be negotiated dependent upon the skills and experience of the candidate).

Person Specifications:

The applicant has to fulfil the following criteria in order to be considered for the job:
1- Believe in the aims, objectives and values of the organisation.
2- Fluent in English and Arabic, writing and speaking.
3- Excellent written and verbal communication skills, including presentational skills.
4- Willing to take part in media interviews, both in Arabic and in English.
5- University degree (preferably postgraduate in Political Sciences or Middle East History).
6- Good knowledge and understanding of key issues and dynamics of the Syrian conflict.
7- Good working knowledge of MS Office, internet and social media networks.
8- Ability and willingness to travel within the UK, and sometimes abroad.
9- Flexible in working hours – ability to work evening and weekends as required.
10- Organisational skills and ability to balance multiple projects simultaneously.
11- Ability to work on own initiative and independently.
12- High moral and ethical standards.

Expected Job Duties and Responsibilities:

Core Duties

1. Work with RR team to develop and implement organisational strategy in the areas of media, policy and advocacy.
2. Produce high-quality written policy analysis and briefings for RR for use among diverse audiences; as well as contributing to the production of campaign literature.
3. Provide RR with general media and advocacy support and advice, based on solid research and analysis.
4. Provide media, policy and advocacy support and analysis for RR's activities, events and communications that will help shape its agenda, public messaging and opinion.
5. Act as a media spokesperson if required.
6. Represent RR in key advocacy and media meetings/conferences within political and government circles.
7. Help in organising media, policy and advocacy events, conferences and seminars.
8. Participate in organisational meetings, planning and development sessions/courses.
9. Monitor and evaluate the impact of RR's media and advocacy performance.
10. Establishing and maintaining relationships with other Syrian and non-Syrian communities and organisations.
11. Representing the organisation to community members, the public, government, other organisations and the media.
12. Performing other tasks related to the role when requested by the General Manager.
13. Performing tasks to support other members of the team when requested by the General Manager.

How to Apply?

In order to apply for the job or for more details and enquiries about the position please email (info@rrsoc.org) with a CV and brief statement of interest. The vacancy is open until filled.

www.rrsoc.org | info@rrsoc.org | +44 161 222 9779

Rethink Rebuild Society is a charity registered in England and Wales (1177807) and a company limited by guarantee registered in England and Wales (08528808)