



## Job Advertisement

### Media & Policy Officer for Rethink Rebuild Society

#### **About Rethink Rebuild Society:**

Rethink Rebuild Society (RR) is a Manchester-based advocacy community organisation that works towards improving the lives of Syrians in the UK and helping them become positively established within 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)

RR is a not-for-profit organisation (company limited by guarantee, No: 08528808). 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 'Media & Policy Coordinator' position of RR with a start date of October 2017. Training will be provided upon assumption of the role to allow the new employee to settle into the organisation.

The required position is part time (20 hours/week) for a one year fixed term contract with an initial probationary period. Salary will be dependent upon the skills and experience of the candidate. Further details to be given during the interview.

#### **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, writing and speaking Arabic is also preferred.
- 3- Excellent written and verbal communication skills, including presentational skills.
- 4- Good working knowledge of MS Office, internet and social media networks.
- 5- Willing to do media interviews.
- 6- University degree (preferably in a relevant area).
- 7- Ability and willingness to travel within the UK, and sometimes abroad.
- 8- Flexible in working hours – ability to work evening and weekends as required.
- 9- Organisational skills and ability to balance multiple projects simultaneously.
- 10- Good knowledge and understanding of key issues and dynamics of the Syrian conflict.
- 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 advocacy team to develop and implement organisational strategy in the areas of media, policy, lobbying 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.



# Rethink Rebuild Society

*A Voice of the British Syrian Community*

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, lobbying 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 or Advocacy Directors.
13. Performing tasks to support other members of the team when requested by the General or Advocacy Directors.

## **How to apply**

In order to apply for the job please email ([info@rrsoc.org](mailto:info@rrsoc.org)) with a CV and brief statement of interest. For more details and enquiries about the position, please contact Mohamed, either by telephone (+447824849270) or email ([m.karamohamed@gmail.com](mailto:m.karamohamed@gmail.com)).

Application closing date: 15 September 2017

Interview dates: 18-24 September 2017