



## COMMUNICATIONS AND ADVOCACY OFFICER TERMS OF REFERENCE

### BACKGROUND OF LAW

**Legal Action Worldwide (LAW)** is a unique non-profit network and think tank of lawyers that provides creative legal assistance in fragile and conflict-affected areas and places national lawyers at the forefront of legal change. LAW uses advocacy, research, legal empowerment and strategic litigation to bring about this change. LAW's thematic focuses include: Addressing Sexual and Gender-based Violence; Accountability of Security Forces; Natural Resource Exploitation/displacement; and Transitional Justice. LAW's Advisory Council and Board are comprised of senior international lawyers who advise LAW on the development of innovative litigation and legal strategies.

LAW's ground-breaking work has been included a number of UN and Member State government reports and has received international media coverage, including in the New York Times, the Times of London, the Guardian, Voice of America, Huffington Post and Foreign Policy.

LAW is currently looking for a dynamic, experienced communications and advocacy officer to spearhead LAW's global communications operations. This exciting new position will involve close coordination with LAW's Executive Director, Senior Management Team and engagement on cutting-edge legal projects around the world.

### POSITION DESCRIPTION

**Reports to: LAW Executive Director**

**Location: London, United Kingdom (with travel)**

*\*\*Please note: LAW is open to this being flexible position. \*\**

#### **Functions/Key Results Expected**

The Communications and Advocacy Officer will increase LAW's profile globally and the profile of LAW's work through:

#### **Advocacy**

- Management of LAW's global advocacy efforts;
- Management of LAW events to ensure maximum advocacy outputs;
- Identification of opportunities for meaningful promotion of LAW's key messages;
- Cooperation with LAW regional offices in order to support regional advocacy strategy;
- Coordinate high-level advocacy to be undertaken by LAW's Senior Management Team and Executive Director, including with senior parliamentarians, government and UN actors;

#### **Communications**

- Management of LAW communications operations, including the preparation of high-quality press releases, media statements and media packs targeting high-profile broadcast and print media

- Development of a global network of journalistic contacts;
- Ensuring LAW and the Executive Director regularly produce published articles and are quoted frequently in high quality newspapers, magazines and online publications for the general public and relevant industry publications;
- Scale-up, documentation and ensuring increased coverage of LAW events, activities, achievements and results.
- Development a global communication strategy;
- Management of LAW social media coverage on Twitter and Facebook, including the preparation of a social media audit and social media strategy;
- Management of LAW website;
- Coordination with external partners where relevant.
- Identification of new and creative ways to enhance visibility and outreach of project deliverables and results.

#### Skills and Qualifications Required:

- At least five years of experience working in journalism, media, advocacy or communications;
- At least one year of experience working in legal, human rights, humanitarian, or armed conflict contexts;
- Experience working with international NGOs is strongly preferred;
- Experience in photography (ideally with DSLR cameras or similar) is strongly preferred;
- Fluency in written and spoken English;
- Excellent organisational skills and analytical skills;
- Strong communication and interpersonal skills and ability to work on own and take initiative; demonstrated experience working remotely;

*\*\* Please note, all applicants must have the right to work in either the United Kingdom or in Lebanon. LAW cannot accept any applications from those without existing permission to work either in the United Kingdom or in Lebanon. \*\**

### **Application and Recruitment**

**Deadline for applications: 15 April 2019**

**Start Date: April 2019**

**How to apply:** Please email a CV and statement of interest (neither exceeding 2 pages of A4) in English on to: [Farah@legalaction-lb.org](mailto:Farah@legalaction-lb.org) .The subject of the application should read ‘Comms and Advocacy Officer Application.’ Only shortlisted candidates will be contacted for interviews. LAW is an equal opportunity employer.