

DIGITAL COMMUNICATIONS AND PRESS COORDINATOR

- **Organisation:** Institute for Strategic Dialogue (ISD)
 - **Reporting to:** Senior Communications Manager
 - **Location:** Central London
 - **Type of Contract:** Full Time
 - **Start Date:** September 2018
 - **Salary Bracket:** £28,000 - £34,000
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About ISD

ISD a global counter-extremism organisation dedicated to powering new generations against hate and extremism. For 10 years, we have responded to the rising challenge of extremist movements and the ideologies that underpin them, delivering cutting-edge programmes built from world-leading expertise in communications and technology, grassroots networks, knowledge and research, and policy advice.

Position summary

ISD is looking for a Digital Communications and Press Coordinator who will develop ISD's profile online and with the media as the organisation grows. Working closely with the Senior Communications Manager, the successful candidate will shape the organisation's communications strategy and deliver engaging digital content to a range of stakeholders.

We are looking for an ambitious self-starter with excellent writing skills who has previous experience working in communications, marketing or social media. This is an exciting opportunity to gain experience working in an interesting, fast-paced environment for a growing organisation.

Key responsibilities

- Shape and drive ISD's digital content strategy
- Engage and grow ISD's support base online, communicating our core mission
- Manage ISD's social media channels, driving online engagement and profile
- Regularly update the ISD website with fresh news and content
- Create digital content including blogs, podcasts and newsletters with support from the team
- Support the running of the ISD press office, drafting materials for the media and handling press calls
- Manage external contacts and influencer lists – media, stakeholders, online influencers
- Implement and deliver regular evaluation to provide recommendations for ISD's digital channels based on insights and learning

Person specification

Essential

- 1-3 years' relevant experience (press office, social media, digital marketing or communications experience)
- Experience managing social media feeds and developing digital communication strategy
- Strong verbal and written communications skills
- Ability to interpret complex research and materials into easily digestible content to be distributed effectively across various digital channels, bringing ISD's work to life
- Strong stakeholder management, liaising with external stakeholders including journalists, donors and Board members
- Highly organised with the ability to multi-task and work calmly under pressure
- An understanding of and commitment to ISD's core mission

Desirable

- Experience and competency in:
 - WordPress
 - Email marketing software such as MailChimp
 - Design packages including InDesign and Photoshop

Application process

If you would like to apply for this position, please send a one-page cover letter addressing how you meet the person specification and an up-to-date CV to vacancies@isdglobal.org by 29th August. Please note, exceptional candidates may be interviewed and appointed before this time.

Only short-listed candidates will be contacted and applications without a covering letter will not be considered. All applicants must have either EU status or right of employment within the UK.