

**Employment opportunity: Communications and Events Officer at the John Smith Trust**

**About the John Smith Trust:**

The John Smith Trust supports the development of sustainable, fair and inclusive societies in Eastern Europe, the South Caucasus and Central Asia (the EERSCCA regions). We do this by inspiring and nurturing a collaborative community of leaders and change-makers who want to make a positive contribution to society.

We run regular fellowship programmes for exceptional individuals aged 25-35 from 12 countries across the EERSCCA regions who are working in the field of climate and sustainability, governance and justice, or equality, diversity and inclusion. Our 6-month hybrid programmes consist of online discussions and workshops followed by a residential programme in the UK. They are built around three pillars – unique insight into UK institutions, personalised professional meetings and leadership skills development – which together offer both a broad picture and an individual focus.

Once participants have completed their hybrid programme, they become members of our supportive and collaborative community of leaders and change-makers. We support our Fellows' network further by running online and in-person events, which enable Fellows to continue connecting, sharing and collaborating with each other and with counterparts in the UK.

**About the role**

The John Smith Trust is looking for a skilled and creative Communications and Events Officer with a flair for social media engagement and passion for supporting the smooth-running of events. We are looking for someone who enjoys working as part of a small, committed team, with strong communication, organisational and interpersonal skills. You will create vibrant messaging about our activities, value and impact and continue to elevate our communications within our target region and the UK. You will maintain and develop JST's presence across all our communication channels (our website, social media and online networking platform) and explore new ways to engage our community of fellows and supporters at different stages of the programme cycle. You will work closely with our Programme Managers to support the delivery of online and in person events, using your excellent written communications, tech-savviness and organisational skills.

**1. Job Title**

Communications and Events officer (full time, remote and flexible working, with occasional team meetings in London/Edinburgh)

**2. Reports to/key relationships:**

Director, Programme Manager(s), communications consultants and IT contractors.

**3. Job purpose**

To support the day-to-day delivery of the organisation's communications strategy and to provide events administration support to Programme Managers during the preparation and running of fellowship programmes.

**4. Person Specification**

### **Essential**

- Undergraduate degree in relevant field
- Excellent interpersonal and communication skills
- Excellent writing skills including for web copy, blog posts, newsletters, social media and event briefings
- Experience of using web CMS such as WordPress
- Experience of managing multiple social media platforms, including publishing content and monitoring activity
- Experience of using analytics to steer social media/digital strategies, including using monthly GA4 reports and tracking relevant metrics
- Conversant with Microsoft Office packages
- Experience of online, in-person and hybrid event delivery, including managing registration, notifications, participant lists and break-out rooms
- Creativity, proactiveness and problem-solving approach
- Ability to judge political and organisational sensitivities and risks, and to adapt messaging accordingly
- Ability to manage competing priorities and work independently to meet deadlines

### **Desirable**

- A visual eye with experience of designing content for use on social media, websites and newsletters, particularly via Canva
- Experience of managing newsletters particularly via Mailchimp
- Proven ability to work flexibly and collaborate as part of a small team
- Interest in international relations, former Soviet Union, social justice issues
- Knowledge of relevant foreign languages

## **5. Key Task Summary**

### Communications support

- Daily monitoring of organisational social media channels – including monitoring and gathering information and regional news
- Drafting and posting social media content on multiple channels
- Editing website and uploading content via Word Press, liaising with IT contractor and designer when needed
- Developing social media kits for key events and light editing of written material for programmes
- Creating marketing content in Canva for use in communications outreach
- Working with the team to create content for newsletters and building it on Mailchimp
- Monthly reporting on digital comms analytics
- Ad hoc research, writing and editing tasks

### Event administration and logistical support

- Provide administrative and communications support for the smooth-running of online and in person events, including preparing email/mail chimp notifications, setting up online event logistics, creating

feedback surveys, preparation/dissemination/uploading workshop materials, preparing participant lists and support reporting

- Support application processes to fellowship and alumni programmes
- Provide ad hoc online research and scheduling assistance to support programme design and development (including individual programme components for fellows)
- Support monitoring, evaluation and reporting processes (including some research and data collection and processing; note taking; maintaining activity and impact monitoring systems)
- Development and management of resources section of fellows networking platform

## 6. Salary

23-25K p.a., depending on experience

**To apply, please send a covering letter and one-page CV to [admin@johnsmithtrust.org](mailto:admin@johnsmithtrust.org) by midnight on Monday 17<sup>th</sup> February 2025.**