Role: Communications Manager

Summary

- Digital Action is looking for a Communications Manager to join our team.
- This new role is vital to the growth and sustainability of Digital Action. It will ensure that the organisation has the profile it needs to succeed, and is set up to maintain regular, targeted communication with the partners, journalists, funders and stakeholders we rely on to deliver impactful campaigns.
- Reporting: This role will report to the Executive Director.
- Location: Remote. Our current team is located in the UK, Ireland and Lebanon, and to allow for co-working, the ideal candidate will be located close to one of these hubs.
- Compensation: Approx. €35-45k / £30-40k / per year FTE depending on location and experience.
- Application Deadline: Sunday 12th June.
- Digital Action values diversity. We have developed a recruitment process that we hope will be inclusive. We strongly encourage and welcome people from ethnic minorities and other groups that are under-represented in civil society organisations to apply for this role.

About Digital Action

Digital Action was launched in 2019 with a mission to protect democracy and human rights from digital threats. We are a globally connected campaigning organisation that stands alongside people who demand better standards from the governments and corporations responsible for our digital environments.

We believe strongly in the power of collaboration and much of our work is delivered in partnership with others. This means it is important to be humble about our own profile and allow our work to happen in the background where necessary. You can see examples of this on our website.

Now that we have a track record of success that we can use to prove our approach works, we believe it is time to invest in our ability to communicate our impact. We will never be an organisation that chases column inches or seeks retweets just for the sake of it, but we do recognise how important it is to devote time and expertise to telling our story.
Our communications function will play a supporting role in helping us develop credibility and build trust. By helping to ensure we get the right messages to the right audiences, it will contribute to our ongoing financial success, help to develop our network of partners and allies and ensure we continue to attract the best and brightest talent.

We are supported in part by grants from: the Open Society Foundations, Luminate, Unbound Philanthropy, the John D. and Catherine T. MacArthur Foundation and the Ford Foundation, as well as having received support from the Media Democracy Fund, a project supported by the Wallace Foundation. At present we are fiscally sponsored by the New Venture Fund (NVF).

Responsibilities of role

> Supporting Digital Action to build its reputation and profile, so that the team have the connections, access and resources they need to deliver impactful campaigns
> Working with the Executive Director to develop a communications strategy, including a vision for how communications can support the work of Digital Action over the long term
> Developing a communications implementation plan, and taking responsibility for delivery of that plan
> Owning and delivering key communication products, including a newsletter, social media posts and ongoing maintenance of the website
> Supporting the team in campaign communications planning and delivery as needed, including offering advice, bringing networks, and support basic content creation
> Supporting the Executive Director to build and maintain open and regular communications with our delivery and funding partners
> Being a proactive and supportive colleague within our small but growing team

Person specification

Below are the skills and experience we’re looking for. Please consider this as a menu, not a list of requirements: we do not expect any one candidate to cover all of these. What we will be looking for as we evaluate applications is demonstrable experience in at least some, and evidence of capacity to build skills in other areas. So, if you see yourself in some of these descriptions, then we encourage you to apply.

> You have a demonstrable track record of strategic communications: you have successfully built project or organisation level communications strategies, ideally in a campaigning environment
> You think creatively about how to build the credibility of an organisation like Digital Action, and how subtle communications activities and storytelling could enable organisational sustainability and growth
> You have solid content creation skills: you can turn around quick video edits and social media cards, curate and edit newsletter content, draft pithy emails etc
> You understand how change happens: the role of effective
communications in making change happen, and balance realism and ambition in thinking about timelines for change.

- **You are a planner:** you have well developed comms planning skills and tools, you are fastidious in project management, you only commit to what you know you can deliver.
- **You have a demonstrable interest in tech policy** as it relates to democracy and human rights, including in fragile contexts.
- **You have an understanding** of the responsibilities of civil society when working with the media to tell stories of vulnerable people and groups. You have red lines when it comes to safeguarding against exploitation and traumatisation.
- **You bring people together:** you have high emotional intelligence, you are inclusive, and you have demonstrated this through community organising, building coalitions, or managing networks to have impact.
- **You are a team player and you are self-sufficient:** you take the initiative; and you are comfortable performing the full range of tasks necessary in a small organisation, and are open and generous when providing and receiving feedback.

**Practicalities of the role**

- **Location:** Remote. Our current team is located in the UK, Ireland and Lebanon, and to allow for co-working, the ideal candidate will be located close to one of these hubs.
- **Travel:** You must be willing to travel up to one week every month. (Local government advice will be applied to all travel decisions)
- **Reporting:** This role will report to the Executive Director.
- **Compensation:** €35-45k / £30-40k per year FTE.
- **Contract duration and type:** 12 months initially. It may be extended, funding dependent. Because we are currently a fiscally-sponsored project of US-based New Venture Fund, team members hired outside of the US are typically employed through a Professional Employment Organisation (PEO) engaged by NVF.
- **Digital Action is open to flexible working arrangements and will provide you with the equipment you will need to work remotely from your home. However, if you are based in Beirut, Dublin or London, you will be able to avail of a desk in the co-working space used by your fellow team members.**

**Positive Action**

- We strongly encourage and welcome people from ethnic minorities and other groups that are under-represented in civil society organisations to apply.

**Application Process**

- We have compiled a list of [Frequently Asked Questions](#) (and their answers).
- To apply, please complete this [application form](#). (You will be asked to upload your CV, but without a photo please).
- Digital Action wishes to collect anonymous data on all job applicants so that we can monitor levels of diversity objectively. To this end, we ask all applicants to complete this [Equality Monitoring form](#) on an optional basis.
The application deadline is Sunday 12th June, midnight GMT.

It is anticipated that a first-round interview as well as a second-round interview will be held as part of the process for this role. The first-round interviews are provisionally planned for the week commencing Monday 27th June and will be held via videoconference.

This is Digital Action’s Applicant Data policy, which clarifies how we use the information we collect from applicants.

If you have any queries, please email jobs@digitalaction.co