COMMUNICATIONS OFFICER
MIGRANT WORKERS PROGRAMME

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SUMMARY

The Institute for Human Rights and Business (IHRB) is recruiting for a dynamic Communications Officer proficient across the spectrum of communications functions to support its ambitious Migrant Workers Programme.

This new role is for a communications professional with a passion for social justice, and interest in addressing the challenges facing migrant workers throughout the migration journey – from recruitment, to employment, and return – through the improvement of corporate and government policies and practices. It requires a foundation in digital communications, an understanding of advocacy with diverse audiences, and the ability to work effectively in a remote environment with a globally dispersed team.
IHRB’s MIGRANT WORKERS PROGRAMME

IHRB’s Migrant Workers Programme is composed of several distinct projects and initiatives, all intended to better the outcomes for migrant workers through the responsible conduct of the brands, suppliers, recruitment agents, and other companies that impact their workers’ lives as well as through better government regulation and enforcement.

These projects include:

- **The Leadership Group for Responsible Recruitment**: An initiative that seeks to use the collective brand leverage of multinational businesses, working with other stakeholders and expert organisations, to address irresponsible recruitment practices facing migrant workers, with a particular focus on ending the practice of recruitment fees being charged to migrant workers.

- **The development of regional hubs for the programme**: These will be led by Regional Coordinators focusing on North America (based in the USA or Mexico), South East Asia (based in Singapore) and South Asia (based in Bangladesh). The regional hubs will drive engagement with key stakeholders from business, civil society, and governments on responsible recruitment issues within their regions. The Communications Officer will be responsible for developing ways to capture and present this work digitally, ensuring consistency in communications across the programme.

- **An additional hub is also envisaged for the Gulf region**, as part of a separate project to identify areas where there may be opportunities to better understand and promote business and human rights, including responsible recruitment and beyond to other issues.

- **Evidencing the benefits of labour migration on development outcomes**: Through policy driven research, this project will highlight the value of migrant workers’ remittances to development outcomes in their countries of origin, and the corresponding risks to these outcomes of charging migrant workers recruitment fees.

- **The annual Global Forum for Responsible Recruitment (GFRR)** is the largest global event on recruitment of migrant workers and is the major flagship event for the IHRB Migrant Workers programme. It will take place virtually in 2021, from April 12th-15th. In 2022 it is scheduled to take place in Dhaka, Bangladesh. This will mark 10 years since the launch of the Dhaka Principles for Migration with Dignity.
THE ROLE

- **Deadline:** 6th April 2021, 9am UK
- **Title:** Communications Officer, Migrant Workers Programme
- **Reporting to:** Head of Communications (based in the USA)
- **Start date:** May 2021
- **Hours:** Full-time (5 days, 37.5 hours per week) or part-time (4 days, 30 hours per week, or 3 days, 22.5 hours per week)
- **Location:** Remote/Home-based, location flexible but strong preference given to time zones within 1-2 hours of GMT. Candidates must already have permission to work in the country of their location.
- **Duration:** 12 months, with 3-month probationary period, thereafter renewable subject to funding.
- **Pay:** £25,000 - £30,000 per annum pro-rata, depending on experience. This post will have a contract or consultancy agreement subject to UK law. PAYE contracts can be offered to UK-based applicants.

What You Will Do

This post will report to the Head of Communications (based in the USA), while also liaising closely with the Head of Migrant Workers Programme (based in the UK) and wider team (based in various parts of the world). It requires a foundation in digital communications, and the ability to work effectively in a remote environment with a globally dispersed team. Communication will mostly be via Zoom or e-mail and the Communications Officer must ensure they have a suitable place of work to include a good internet connection. Key areas of responsibility include but are not limited to:

**Strategy**

- Support the development of new and creative communication approaches to IHRB’s Migrant Workers Programme, including unexplored avenues, mediums, and partnerships.

**Design**

- Design, produce, publish, and disseminate print, video, and online materials related to IHRB’s migrant workers projects.

**Website**

- In close coordination with the Head of Communications, lead the development of a new virtual hub to serve as a global and local platform for the entire responsible recruitment ecosystem, offering tools, resources, and networking opportunities for brands, recruiters, suppliers, migrant workers, trade unions, and civil society organisations.
• Service our websites for all design and content needs related to IHRB’s various migrant worker projects (in close coordination with IHRB’s other Communications Officer and IHRB’s website developers).

Social
• Continually develop the Programme’s presence on key social media platforms (strategy and implementation).

Events
• Support Migrant Worker Programme events through the production of targeted communications material (e.g. virtual engagement strategy, social media campaigns, video content creation, slide decks, banners, promotional materials, event follow up, and more).

Internal
• Work closely across the Programme’s international teams to ensure effective coordination of communications tasks.

Analytics
• Assess the reach and effectiveness of Programme communications through full utilisation of analytics tools and the presentation of key metrics to be used in programme assessment and reporting to internal and external stakeholders including funders.

Data protection
• Maintain Programme contact databases and comply with data protection regulations (e.g. GDPR).
PERSON SPECIFICATION

What We’re Looking For

We are looking for candidates with a strong track record of delivery as well as the vision and creativity to drive the programme in Europe. Shortlisted candidates will have:

Experience

- Developing websites from scratch, including undertaking an effective needs assessment, finding balance between form and function, thinking laterally to future-proof the build, delivering within budget, and maintaining the content management system thereafter.
- Operating the Adobe Creative Cloud suite, in particular Adobe InDesign and PremierePro
- Developing and implementing social media strategies amplifying organisational key messages and outputs.
- Coordinating multiple communications activities across geographically and thematically diverse teams, on time, and within specification
- Working in an unsupervised environment on a regular basis and working with a ‘virtual’ team in varying time-zones

Knowledge and Skills

- Understanding of achieving communications objectives amongst diverse audiences
- Excellent ICT skills including across Apple Products, Microsoft Office and Adobe Creative Cloud programmes.
- Attention to detail and ability to maintain a high level of accuracy in preparing and presenting information.
- Creativity and the ability to contribute innovative ideas and new ways of achieving organisational objectives
- Fluency in English, with excellent written and spoken communication skills and attention to detail.
- Excellent time management skills and the ability to plan, organise, and prioritise workload and meet deadlines.
- A strong work ethic, with proven ability to be proactive and self-motivating.

Location

- Home-based, ideally located in a time zone that is within 1-2 hours of GMT.
- Permission to work in the country of location.
- Ability to travel (estimated at 10-20%), as COVID-19 restrictions allow.
- A suitable place to work with reliable internet connection.
TIMELINE & PROCESS

1. Deadline for application: 6th April 2021 at 9am UK

2. Interviews: Video interviews will be held on 20th April 2021 by Zoom. Short-listed candidates will be notified and invited by email by COB 13th April 2021. Only successful applicants will be notified. Interested applicants should ensure their availability for a two-hour slot on 20th April 2021 – the interview will take place during the first hour, after which candidates will be asked to complete a timed one-hour design task, using their laptop and to be received and submitted by email.

3. Expected start date: May 2021

Application Instructions: Please email your CV and cover letter with two referees to Denise Derbyshire at recruitment@ihrb.org. Your cover letter should address the above person specification in the “What We’re Looking For” section to show your suitability for this role, including links to any relevant websites or communication assets you have referred to in your application. Please also indicate how many hours work per week you are applying for (the post can offer 3, 4, or 5 days per week), as well as where you saw the vacancy advertised. Any job offer will be subject to at least two satisfactory references for the successful candidate.

As part of our ongoing commitment to an accessible recruitment process, applicants with disabilities are encouraged to contact IHRB to discuss any support or assistance they may have during the application or recruitment process. Please contact Denise Derbyshire, IHRB’s Administrator, via email - recruitment@ihrb.org - in the first instance.

IHRB is an equal opportunities employer and encourages applications from all individuals regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. This means we will not discriminate against employees based on their protected characteristics.

Included in the candidate pack is an optional Equality and Diversity Monitoring Form. The information collected is confidential and anonymous and will not be used in any decision making for this role. You do not have to complete and return this document but doing so will help IHRB maintain equal opportunities in all of our recruitment processes.

Applications from unsuccessful candidates will be held on file for 6 months after the end of the recruitment process.
ABOUT IHRB

Founded in 2009, IHRB is the leading international think tank on business and human rights. IHRB’s mission is to shape policy, advance practice, and strengthen accountability in order to make respect for human rights part of everyday business.

Since its founding, IHRB has established a number of organisations and initiatives that are now free-standing, namely: the Myanmar Centre for Responsible Business (MCRB), Centro Regional de Empresas y Emprendimientos Responsables (CREER), the Corporate Human Rights Benchmark (CHRB), and the Centre for Sport and Human Rights (CSHR).

IHRB’s focus areas are diverse and reflect the most salient and emerging human rights issues facing business, including: the ubiquitous contribution of migrant workers across global supply chains; ensuring just transitions for workers and communities in the adaptation to low-carbon economies; improving efforts to address inequality, mass migration, and climate change through better decision making across the built environment lifecycle; raising standards and encourage best practice throughout the shipping industry; amongst others.

IHRB values the positive impact that different experience and perspectives contribute to our team. We encourage applications from all backgrounds and communities and are committed to having a team that is made up of diverse skills and abilities. We welcome applicants from groups that are under-represented in our field or who may face institutional barriers in accessing opportunities, including Black, Asian and ethnic minority candidates, and persons with disabilities.