



## Communications Officer

<b>Responsible to:</b>	<b>Head of Fundraising</b>
<b>Salary:</b>	<b>£30,000 (pro rata for part time)</b>
<b>Hours:</b>	<b>20 - 35 hours (3 – 5 days)</b>
<b>Term:</b>	<b>Fixed Term 12-month contract with possible extension</b>
<b>Holiday:</b>	<b>25 days per annum plus bank holidays (or pro rata); annual leave entitlement increases over time</b>
<b>Benefits:</b>	<b>5% pension contribution and private healthcare cashback plan</b>
<b>Location:</b>	<b>Central London - flexible working available **</b>

**\*\* The option to be home-based, if outside reasonable commuting distance to London, will also be available.**

### Overview

The Communications Officer will be responsible for supporting the charity's communications strategy, enhancing its profile, and ensuring clear, consistent messaging across all channels. The role will involve managing digital and print communications, media relations, and stakeholder engagement to support the charity's mission and objectives.

### About LawWorks

LawWorks is the operating name of the Solicitors Pro Bono Group. We are a charity working to connect volunteer lawyers with people in need of legal advice, who are not eligible for legal aid and cannot afford to pay. We also facilitate free legal advice for smaller not-for-profit organisations supporting a wide range of beneficiaries.

As a membership organisation, we facilitate and celebrate pro bono across the solicitor profession and at law schools in England and Wales. We work primarily with solicitors (firms and in-house teams), and also with law schools and law students, and other legal and non-legal volunteers and organisations. LawWorks has around 150 member organisations including some of the largest City firms and international firms with an office in London, national, regional and local firms, in-house teams, law schools and charities.

### About the role of Communications Officer

**The key responsibilities of the communications officer are:**

- **Content Creation & Management**
  - Develop engaging content for the charity's website, newsletters, social media, and other communication channels.

- Manage and update the website with relevant news, impact stories, and resources.
- Produce reports, press releases, case studies, and blog posts.
- **Social Media & Digital Marketing**
  - Manage and grow the charity's presence on social media platforms (Bluesky, LinkedIn, Instagram, etc.).
  - Develop and schedule content to increase engagement and audience reach.
  - Monitor analytics and adapt strategies to improve performance.
- **Media & Public Relations**
  - Help draft press releases and respond to media inquiries.
  - Maintain and update media contact lists.
- **Brand & Messaging**
  - Ensure brand consistency across communication materials.
  - Support internal teams in maintaining brand identity.
- **Campaigns & Fundraising Support**
  - Assist with content creation for fundraising and awareness campaigns.
  - Work with the fundraising team to support donor communications.
- **Stakeholder & Community Engagement**
  - Assist in organising and promoting events and campaigns.

## **Person Specification:**

### **Essential:**

- Strong written and verbal communication skills.
- Some experience or interest in communications, fundraising marketing, or PR.
- Ability to create engaging digital content across different formats.
- Familiarity with social media platforms.
- Strong organisational skills with the ability to manage multiple tasks.
- Ability to work independently and collaboratively within a small team.

### **Desirable:**

- Knowledge of fundraising communications.
- Experience in Adobe Creative Suite (photography and video editing).
- Familiarity with email marketing tools such as Mailchimp

### **Additional Information:**

- Occasional evening and weekend work may be required.
- Opportunities for training and career development.
- Commitment to the charity's values and mission is essential.

## **How to apply**

Please submit a CV and a covering letter (the letter a maximum of 4 sides), outlining why you are interested in the role and how you are suitable for the role, including

how your skills, knowledge and experience reflect the person specification. Please describe your achievements in fundraising, with specific examples, summarising your approach and why you have been successful.

(Please address as much of the person specification as you can. We recognise that applicants may be much stronger on some of the requirements for the role than others).

The deadline for applications is **6.00pm on Monday 5<sup>th</sup> May 2025**.

Please submit your application to [applications@lawworks.org.uk](mailto:applications@lawworks.org.uk) citing '**Communications Officer**' in the subject line.

We would be grateful if you could also complete and include an equal opportunities (EDI) monitoring form, you can download a copy of the form from the jobs page on our website: [www.lawworks.org.uk/about-us/jobs-lawworks](http://www.lawworks.org.uk/about-us/jobs-lawworks) .

Interviews for shortlisted applicants are planned for the week of 12<sup>th</sup> May 2025. Shortlisted candidates may be asked to complete and return a written exercise prior to the interview.

If you would like an informal and confidential chat about the role, please contact Sarah Mweene, Head of Fundraising, at [sarah.mweene@lawworks.org.uk](mailto:sarah.mweene@lawworks.org.uk)

LawWorks is an equal opportunities employer committed to equality, diversity and inclusion. We welcome applications irrespective of race, religion, gender, sexual orientation, disability or age.

**April 2025**