

# Job Description

# Communications Consultant



**Job Title / Communications Consultant**

**Location / London**

**Contract Length / 3-month full-time fixed-term contract**

**Start Date / ASAP**

We particularly welcome applications from Black, Asian and minority ethnic, Disabled and LGBTQIA+ candidates who are currently underrepresented in our workforce. We know a diverse workforce will enable us to understand drivers of violent extremism and wider online harms in even greater depth and ultimately be more effective in all that we do.

## About Moonshot CVE

Moonshot CVE is a social enterprise which specialises in disrupting and reducing online harms across the globe. We currently operate in more than 28 countries across different forms of violent extremism, disinformation, and other public safety issues, such as gender-based violence. We use data-proven techniques to ensure our clients respond effectively, and our work ranges from targeted intervention programmes, software development and digital capacity building, to leading global counter-messaging campaigns, and monitoring and evaluation.

## About the role

Moonshot CVE is currently recruiting a Communications Consultant to coordinate Moonshot CVE's current external communications and coordinate a company rebrand. In this role, you will be focused on managing day-to-day communications activities, according to the Company's communications plan, and progressing an ongoing rebrand of Moonshot CVE by coordinating and implementing a rebrand strategy across all areas of the business.

### Your responsibilities will include:

- Coordination of the company rebrand, including project managing the rebrand to ensure all current internal and external materials are transitioned, across all areas of the business within deadline.
- Respond to inbound press enquiries and draft press releases.
- Manage Moonshot CVE's social media channels according to the company's communications plan.
- Monitoring news and social media channels to identify references to Moonshot CVE and its team.
- Ensuring staff across the organisation are kept appropriately informed of press and social media activity concerning the organisation.
- Working with project teams to identify material that can appropriately be shared in the public realm, including data, infographics and reports, and working to adapt these into formats appropriate for public consumption.

## Requirements

### Essential:

- Experience in monitoring news and social media.
- Experience in managing multiple social media channels.
- Excellent written and verbal communication skills, including:
  - ▷ Writing for social media in a defined tone of voice
  - ▷ Drafting press releases
  - ▷ Managing press enquiries
- Experience developing press releases and managing press enquiries.
- Demonstrable experience of coordinating projects.
- An interest in online harms.
- Candidates will be expected to have the right to work on a consultancy basis in the UK.

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## Requirements

### Desirable:

- Experience of coordinating rebrand activities.
- Experience of work within the realm of preventing online harms.

## Application Process

To apply for this role please submit your CV and a covering letter outlining your relevant experience in relations to our requirements, your availability, and day rate.

**Click to apply**