**Job description: Communications Manager, Oxford Human Rights Hub**

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| **Job title** | Communications Manager, Oxford Human Rights Hub (OxHRH) |
| **Division** | Social Sciences |
| **Department** | Faculty of Law |
| **Location** | tbc |
| **Grade and salary** | Hourly paid work  Equivalent to Grade 6, point 1: £27,057 per annum |
| **Hours** | Up to 20 hours per month to the end of December 2016 |
| **Reporting to** | Director, Prof. Sandy Fredman |

## Introduction

### The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University’s 130 departments or other units within a highly devolved operational structure - this includes 5,900 ‘academic-related’ staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 ‘support’ staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2010/11 was £919.6m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £376m p.a., and more than 70 spin-off companies have been created.

For more information please visit [www.ox.ac.uk](http://www.ox.ac.uk)

For further information about working at Oxford, please see:

<http://www.ox.ac.uk/about_the_university/jobs/research/>

## The Oxford Human Rights Hub

The Oxford Human Rights Hub ([ohrh.law.ox.ac.uk](file:///D:\Sandy's%20Documents\Dropbox\Sandy\human%20rights%20hub\funding%20applications\ohrh.law.ox.ac.uk)) was established in 2012 by Professor Sandy Fredman to bring together academics, policy-makers and practitioners from across the globe to advance the understanding of human rights law. Making the most of the possibilities of social networks and the internet, the OxHRH is already a thriving site of interchange and new insights, in which academics, policy makers and practitioners can share cutting edge analyses of developments in human rights law across the world and thereby advance the understanding and practice of human rights law.

The primary vehicle for this exchange is the [**OxHRH blog**](http://ohrh.law.ox.ac.uk/blog/), featuring short, incisive analyses of new developments in human rights law, each written by a specialist. The OxHRH blog is distinctive in publishing high level contributions from many authors: the Blog features contributions written by more than 400 experts from 50 different countries, giving us the advantage of multiple expert perspectives. Contributors include the most eminent experts - professors, judges, QCs, UN Special Rapporteurs – and we also provide an important platform for early career researchers and students. Each contribution is edited to ensure the highest scholarly standards. We are committed to free access, bringing high quality academic research in a democratic manner to academics, practitioners, policy-makers and any interested readers. We are particularly keen to provide a resource and a platform for academics, lawyers and judges in under-resourced areas.

The blog attracts over 14,000 unique visitors a month. We make best use of social networks such as Facebook, Twitter and LinkedIn, and have over 1000 subscribers to our monthly e-newsletter. Posts are regularly used as a teaching resource. In 2014, we produced our first anthology, Global Perspectives on Human Rights, containing 283 posts published during the first 18 months, and we plan to make this an annual publication. In June 2014, the OxHRH blog was awarded an OxTalent Award for “use of technology for outreach and engagement.”

The OxHRH also runs high level seminars and conferences, having featured judges, UN Special Rapporteurs, leading academics, QCs and public interest law practitioners from across the world. We have run international conferences in Oxford, Rwanda and Brazil. All seminars and conference material are made available freely on the website through podcasts and our Rwanda conference has been captured in an innovative video.

The OxHRH is committed to supporting and developing the pro bono activities of the Oxford University Law Faculty. Oxford Pro Bono Publico and Oxford Legal Assistance are both featured on our website.

This post is funded by the Bertha Foundation Grant and the post holder will report to the Director of the Oxford Human Right Hub (Sandy Fredman).

**Communications Manager for the Oxford Human Rights Hub**

The successful candidate will continue to develop all communications for the OxHRH, maintaining high standards by widening the OxHRH’s reach and disseminating new developments and news relating to human rights law. She or he will regularly interact with our large global network of stakeholders as well as developing our website, social media (e.g. Twitter, Facebook, LinkedIn) and general public presence. Key to the success of this role will be working closely with other members of the OxHRH team, particularly the OxHRH blog Managing Editor and ensuring that both post holders work collaboratively to ensure seamless coordination of duties. This will also include liaising with the Communications Manager at the Faculty of Law and forming collaborative links with other university communication teams and third party organisations to promote the work of the OxHRH. The role will also aim to support the Directors and Deputy Director with fund raising and development activities and in particular assisting with the writing of grant applications where necessary.

The Communications Manager will specifically oversee our website on a daily basis, ensuring that the ‘news’ section remains dynamic and current. Key to this is ensuring that event pages are updated to include audio and visual recordings. The post holder will be responsible for the production of our seminar series, podcasts amd webinars and will attend OxHRH events as the OxHRH photographer, in order to build up our portfolio of images. A large part of this role will be to coordinate our social media communications (in particular, Twitter and Facebook) in way that streamlines the latest news/media posts and further publicise OxHRH events organised by our members.

The post holder will also assist with promotional pieces and oversee submissions to regular publications such as our annual report and Oxford Law News. The Communications Manager will also be responsible for the production of our monthly OxHRH newsletter, currently reaching out to 1,230 subscribers across the world. He or she will be expected to monitor the general email account and respond to enquiries relating to the website and promotional activities of the OxHRH and continue our key relationship with Gullen & Gullen, OxHRH’s promotional and design partners based in Johannesburg.

**Selection Criteria:**

* A completed first degree;
* Knowledge of or interest in, human rights law, global human rights news and developments;
* Previous experience in communications role, including excellent writing and editing skills;
* Excellent communication skills with the ability to translate legal and human rights developments into a format that appeals to a global audience with varying interests and knowledge of the subject;
* Good knowledge of print, broadcast, online and social media;
* Good administration, coordination and IT skills;
* The ability to deal sensitively with authors, audience and other stakeholders;
* Excellent team working (both within a research team and administrative environment) with strong networking skills.

**Desirable:**

* Podcasting experience;
* Webinar experience
* Website design/ maintenance experience;
* Experience and skills in planning and managing projects;
* Experience of co-ordinating cross-functional teams;