

Communications Officer (Full-time)

Job Description

UJIA is the leading UK- Israel charity. We take responsibility for developing a strong British Jewry that builds a lifelong connection to Israel. We connect our UK youth through innovative educational programmes that work alongside our projects in Israel, to support the most vulnerable in society.

Purpose & Summary of the Job

The Communications Officer is a critical role in delivering communications across channels to support the organisation. This role will be a key member of a small and impactful Marketing & Communications team. The Communications Officer will work closely with the Head of Marketing and key stakeholders across Fundraising and Programmes.

The role requires an outstanding communicator with strong and proven writing skills. An understanding of the diverse landscape across British Jewry together with the complexities and nuances around Israel is highly desirable.

The role requires strong leadership skills combined with a relentless attention to detail and passion and flair for precise implementation of considered communications plans.

Reporting to the Chief Operating Officer.

Key responsibilities

- Develop, evolve and implement a communications strategy to communicate the charity's position and brand message across multiple platforms including digital and social, for Fundraising and Programming
- Responsible for copywriting and speech writing, whilst building upon the UJIA tone of voice
- Lead efficient and effective communications programmes across media platforms, public relations, events, digital and social media
- Managing all media relations, leading a proactive press office, but where appropriate effectively respond to emerging stories
- Corroborating with the Head of Marketing and internal compliance to ensure uniformity and complimentary messaging and branding is in line with the marketing strategy
- Policing the agreed usage of the brand
- Build and cultivate strong stakeholder relationships
- Editing a wide range of online and hard copy marketing collateral to ensure accuracy, tone of voice and adherence to brand message.



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Essential

- Ability to develop a 'tone of voice' and deliver across materials
- A sound understanding of the diverse landscape across British Jewry
- A understanding of the complexities and nuances with delivering messaging about Israel
- Outstanding copywriting skills including speech writing
- Marketing experience across existing and new media
- Ability to build strong stakeholder relationships to influence others with credibility at all levels
- Management of projects & stakeholders
- Commercial awareness
- Immersion in the detail
- Strong relationship skills
- High level of self-awareness and an understanding of their impact on others
- Ability to collaborate and lead through informal and formal approaches
- Strong external network & partnerships

Place of Work

Your main place of work will be the UJIA London office located at 1 Torriano Mews, Kentish Town, London, NW5 2RZ but the role will also require you to travel to various appointments around London.