

Job Title

Job Description and Personal Specification

Job title:	Communications Officer (Justice)
Place of work:	Pear Tree Street/Home-based
Hours of work:	Full time (37 hours per week) 12 Months fixed term
Salary/Grade:	MPA - Coordinator
Reports to:	Communications and Policy Manager
Level of screening:	n/a

Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First, we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

Where you fit in

Sitting within Catch22's Communications Team, you will support on all communications relating to our Justice work. This includes our intervention and rehabilitation services in prison and the community.

You'll deliver and expand the Communications plan, developing high quality communications content for our service websites, social media channels as well as promotional materials and work with our designer to ensure brand consistency across our services.

You'll gather insights from colleagues and feed into Catch22 campaigns and policy influencing work.

You will be a strong communicator, supporting on communications with our stakeholders through regular verbal and written updates, representing Catch22 at relevant meetings and forums, and feeding into regular written reports for our partners.

You will work closely with our services and operation teams to gather success stories and impact measures to feed into Catch22's wider communications work around Justice.

Main Duties & Accountabilities

Catch22 Justice:

- Supporting on management of Justice service social media accounts as well as creating justice-specific content for the main Catch22 social media channels.
- Support the Head of Communications and Digital Marketing on integrated marketing campaigns relating to the Justice Hub
- Reviewing and updating a centralised repository of the Justice Hubs' marketing materials
- Being the conduit between service and design in the creation of new marketing materials
- Updating Justice and Education's web pages and ensuring content is up to date
- Supporting on external webinars and events - managing, producing and delivering a pipeline of external webinars that support the communications goals of the organisation
- Supporting on Hub wide event planning. Lead and work with an events team on operational delivery of events such as the annual justice conference.
- Writing and pitching thought leadership pieces - eg Catch22 blog and external content.
- Supporting the communications tasks for the mobilisation of new services
- Support the organising of Justice and Education policy and other events
- Support policy and public affairs horizon scanning and stakeholder engagement

What does good look like for this role?

- Able to quickly understand the structure of the Hub
- Able to form strong working relationships with key staff across Catch22 services
- Able to manage the refreshing of the Catch22 websites and ensure content is regularly updated
- Ensuring brand consistency across our services and with the wider Catch22 brand

- Able to work closely with the wider Catch22 communications team to maximise the impact of Catch22's justice services work through engagement with key stakeholders.

Organisational Relationships

This role reports to the Communications and Policy Manager in the Communications Team. You will also have regular meetings with the Heads of Service and Assistant Director and the wider service teams. You will work closely with the Head of Communications and Head of Policy and Public Affairs on specific campaigns and the rollout of the communications strategy.

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COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS		Educated to degree level or with equivalent professional experience	Application
KNOWLEDGE	Knowledge of the range of communications channels and how best to utilise them	Knowledge of the Justice sector in the UK	Application and interview
EXPERIENCE	Experience of working in a communications role in the public, private or non-profit sector	Experience of developing website content Experience of creating content for social media channels	Application and interview
SKILLS & ABILITIES	Self-starter and naturally inquisitive Strong communicator, with a broad range of communications skills Excellent copywriting skills and strong attention to detail Ability to present complex information in an interesting and accessible way and repurpose	Project coordination/management skills	Application and interview

	content for web or social media		
OTHER	Share Catch22 values Awareness of and commitment to Equality & Diversity Willing to travel and work flexibly Desire to develop and undertake training as required		<i>Application and interview</i>