

## **Terms of Reference: Communications Consultant**

<b>Role:</b>	Communications Consultant, Justice Centre Hong Kong
<b>Reporting to:</b>	Executive Director (ED)
<b>Work hours:</b>	Full time/Part-time
<b>Location:</b>	Justice Centre Hong Kong, 18/F, 202 Centre, 202-204 Des Voeux Road West, Sai Ying Pun, Hong Kong.

### **Position summary**

Justice Centre Hong Kong seeks a Communications professional with approximately five years experience to support its external communications initiatives.

Working in a small team environment, the person will be responsible for developing and implementing effective marketing, communications and media strategies to realise Justice Centre's mission to protect the rights of Hong Kong's most vulnerable forced migrants.

### **Who we are**

Justice Centre Hong Kong is a non-profit human rights organisation working fearlessly to protect the rights of Hong Kong's most vulnerable forced migrants - refugees, other people seeking protection and survivors of torture, human trafficking and forced labour. For more information about Justice Centre, please visit [www.justicecentre.org.hk](http://www.justicecentre.org.hk).

### **Responsibilities**

- Coordinate and manage the production of all Justice Centre's communications in line with the Justice Centre brand, including: weekly blog, quarterly newsletter, social media and website, general information leaflets, campaigning and event marketing materials and the Annual Review.
- Maintain relationships with local and international journalists, draft media releases and statements, keep abreast of news and scout media opportunities, brief staff and service users for media interviews and act as media spokesperson when required.
- Develop key partnerships with and liaise with photographers, videographers, designers and printers to support the organisation's communications and media strategies.
- Support efficient and creative fundraising through all of Justice Centre's communications in collaboration with the Fundraising Manager.
- Participate in senior management team, liaising with other managers and contributing to the development and implementation of organisational policies, practices and procedures, ensuring staff coordination and workflow.
- Represent Justice Centre at events and external relations engagements.
- Perform other duties as assigned by the Executive Director.

### **Essential**

- Permission to work in Hong Kong
- Degree in Communications, Journalism, Public Relations, Marketing or equivalent field, with at least five years' working experience in communications
- Demonstrated communications skills in a wide variety of areas including digital, media, branding and marketing skills
- Strong verbal and written communication skills in English and Chinese for different audiences at different levels, and ability to explain complex issues in an appealing and concise way
- Project management, budgeting skills and attention to detail
- Flexibility, ability to multi-task, prioritise and work under pressure
- Interpersonal skills and ability to work as part of a team

- High computer literacy

**Desirable**

- Previous experience in the area of non-profit work
- Understanding of refugee rights and human trafficking
- Previous experience working with vulnerable groups

The salary for the Communications Consultant is HK\$ 25,000 per month.

Please e-mail your CV, statement of interest, references and a writing sample to [piya@justicecentre.org.hk](mailto:piya@justicecentre.org.hk) with the subject line 'Communications Consultant'.