



COMMUNICATIONS AND ENGAGEMENT OFFICER

About PhotoVoice

Our vision and mission

PhotoVoice's vision is for a world in which no one is denied the opportunity to speak out and be heard. PhotoVoice's mission is to build skills within disadvantaged and marginalised communities. To achieve this, we utilise innovative participatory photography and digital storytelling methods. These skills enable individuals to represent themselves and create tools for advocacy and communication. Through this, and through developing partnerships, we deliver positive social change.

Why photography?

Photography is a highly flexible tool that crosses cultural and linguistic barriers, and can be adapted to all abilities. Its power lies in its dual role as both art form and way to record facts. It provides an accessible way to describe realities, communicate perspectives, and raise awareness of social and global issues. Its low cost and ease of dissemination encourages sharing and increases the potential to generate dialogue and discussion.

How do we work?

Working in partnership with other charities, NGOs and community organisations, PhotoVoice designs and delivers tailor-made participatory photography, digital storytelling and self-advocacy projects for socially excluded groups.

Our pioneering and award winning approach brings together arts, media, development, campaigning and social change to deliver projects that enable voice, build skills, deliver advocacy and work towards sustainable change.

We ensure that we:

- Design and develop projects specific to communities, issues and needs, and based on engagement with them
- Promote the imagery produced from the projects utilising media, events and exhibitions
- Provide consultancy, training, materials and resources to organisations wishing to use participatory photography in their work

Where do we work?

PhotoVoice works in the UK and internationally with individuals, local communities, and partner organisations.

Job Description

PhotoVoice is seeking a Communications and Engagement Officer to join its team. Based in London, the successful candidate will ensure that PhotoVoice is able to effectively communicate its activities and efforts to deliver positive social change using photography, as well as the work of others working towards the same goals. By utilising a variety of communications tools, the Communications and Engagement Officer will produce high quality materials in a variety of formats, and help deliver an events programme to promote our work and engage with diverse audiences, including our membership. The successful candidate will also work closely with other members of PhotoVoice's small core staff team to help ensure the success of all aspects of our work, including our projects.

Key responsibilities

- Contributing to the development and delivery of PhotoVoice's communications strategy, working with relevant team members as appropriate
- Writing, commissioning and uploading appropriate content across various communications channels, including website, social media, online video, email newsletters, and written publications

- Commissioning, copy-editing and preparing content (including blogs, articles, and photographs) for publication across all PhotoVoice's communications channels,
- Engaging with partners and relevant organisations to share and promote the activities of organisations using photography for positive social change
- Working with external suppliers, including printers and others
- Preparing and disseminating press articles in line with PhotoVoice's communications strategy
- Using design software including Adobe InDesign and Photoshop to design and prepare images and other content for publication and printing
- Using online metrics reporting software such as Google Analytics to monitor communications activities and chart progress
- Organising and delivering events, activities and exhibitions, and contributing to those hosted by partners and other relevant organisations
- Maintaining PhotoVoice's image and digital content archive
- Communication and promotion of PhotoVoice's membership programme, ensuring its effectiveness and expansion
- Working alongside interns, volunteers, and staff members to help with the delivery of projects and programmes relating to PhotoVoice's work

Skills and experience

E is Essential, D is Desirable

- Educated to degree level or equivalent, with a proven track record in communications, preferably within a charity (E)
- A commitment to the principles and values of PhotoVoice (E)
- Excellent written English and communications skills (E)
- Meticulous attention to detail (E)
- Experience of writing and editing copy for website, newsletters, social media and blogs (E)
- Experience of using social media to deliver communications (E)
- Excellent IT and computer skills (E)
- Understanding of design software including Adobe InDesign and Photoshop (E)
- Organisational, planning and prioritising skills, with proven ability to manage several projects simultaneously and deliver high quality work to deadlines (E)
- Ability to travel and attend PhotoVoice events outside of normal office hours (E)
- Experience of working with a membership scheme (D)
- Experience of events management (D)
- A proven track record of engagement with journalists and media (D)
- Understanding of photography and photographic practices (D)
- Experience of using online metrics reporting software such as Google Analytics (D)
- Experience of maintaining a digital assets library (D)
- Understanding of content management systems for maintaining websites and online content (D)

Terms of employment

- Job title: Communications and Engagement Officer
- Reporting to: Chief Executive Officer
- Salary: £22,500 per annum
- Hours: Full time, 35 hours a week. PhotoVoice operates a flexi-time policy, with core hours set from 8.30 – 10.30 and 4.30 – 6.30, including a one hour lunch break
- Location: PhotoVoice is based in London, but works internationally, and some travel may be required

How to Apply

Submit your CV and a covering letter detailing how you meet the person specification to info@photovoice.org.

The closing date for applications is 1pm on Thursday 8th January.