



Humanitarian Aid Relief Trust

Digital Communications Officer (part-time) January 2025

Humanitarian Aid Relief Trust (HART) is an international development charity. We go where others won't, providing aid and advocacy to people in forgotten conflicts. Find out more: www.hart-uk.org

SUMMARY OF ROLE

Communications is a central pillar of HART's advocacy. Through our website, newsletters and social media, we shine a light on injustice and celebrate the life-saving work of our local partners.

- *Inform:* You will play a key role in helping people understand what is going on and the problems we are working to solve.
- *Inspire:* You will show how supporting HART makes a difference and invite people to play their part.

WHAT YOU'LL BE DOING

As the Digital Communications Officer (DCO), you are responsible for all aspects of digital communication operations, including web updates, mailouts, and our overall online presence. You will work under the supervision of the Programmes Manager and CEO to ensure key activities are managed and delivered on time and to a high standard.

Main duties:

- Engage directly with HART's local partners to identify their concerns and aspirations – find creative ways to elevate their voice.
- Optimise and maintain the design, functionality, and content of the HART website, ensuring a seamless user experience, up-to-date information, and prompt resolution of technical issues.
- Draft monthly e-newsletters and coordinate the operational sending of emails via Mail Chimp.
- Develop and maintain effective communication schedules across various platforms, including email, social media and e-newsletters.
- Create engaging and visually appealing content to attract and retain supporter engagement.

- Explore and implement innovative ways to increase the impact, or improve the clarity, of our online content.
- Maintain a unified ‘brand voice’ and coherent design across all digital platforms.
- Work with HART’s Programmes Manager to recruit, manage and inspire interns and student ambassadors.
- Ensure the accuracy, integrity, and security of data across all digital platforms.

Other duties may, from time to time, be necessary and compatible with the nature and grade of your post.

ABOUT YOU

To be successful in this role, you will have:

- A commitment to HART’s aims and objectives.
- Excellent communication skills with the ability to:
 - Write clearly and accurately;
 - Convey complex international conflicts and humanitarian solutions in an way that is easy to understand and accessible;
 - Shape effective messaging for donor engagement.
- Visually creative with good IT and formatting skills, including on Canva, MailChimp, Microsoft Excel, Word and Outlook.
- Excellent interpersonal skills, always engaging with colleagues, volunteers and supporters in a positive and friendly manner.
- Attention to detail.
- High resilience with the ability to:
 - Work under pressure;
 - Manage multiple priorities, often to changing and competing demands.

WHAT WE OFFER

- Hours of work: 2.5 days or 20 hours per week.
- Salary: A starting salary of £12,474 (£24,948 pro rata) per year.
- Place of work: Remote; joining in-person meetings in Bristol at least once per month. HART will cover travel expenses up to £15.

HART employees are entitled to 38 days’ paid holiday per year – or the pro rata equivalent for part-time employees – including the usual public holidays in England and Wales and fixed closure over the Christmas period.

To apply, please send your CV and covering letter to office@hart-uk.org before Wednesday 15 January