

Careers



COMMUNICATIONS OFFICER

Full time, based in London (maternity cover)

As a Communications Officer, your primary will be to promote CST within the Jewish Community by developing and co-ordinating a programme of how best to network and connect with people within the community.

A secondary focus will be to provide high quality written material about the organisation and its work. In addition you will provide written content that supports CST's communications strategy to a variety of internal and external audiences.

Duties include:

- Identifying opportunities for promotion of CST within UK Jewish community;
- To build close relationships with other communal groups, institutions and organisations
- To deliver presentations to a wide and diverse audience within the community
- To be actively involved in community engagement projects
- To attend communal events such as school and synagogue 'fun days', charity events, school fairs and parents evenings with the aim of promoting the work of CST
- Provision of written content for print or electronic publication.
- Working with other CST departments, especially security department and CST Northern Office, to ensure that their needs, and activities, are adequately publicised and promoted.
- Supporting CST's existing work on social media: including proactive CST social media use and logging and reporting antisemitic content to social media platforms for removal.

The ideal candidate should have:

- Excellent presentation skills
- The ability to network and form strong relationships with people
- Excellent communication and written skills
- Knowledge of Jewish community and how to best market and promote CST within it
- Ability to engage with staff and volunteers from across CST
- Flexibility to work as part of team and support colleagues
- Able to write to tight deadlines in response to events

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, writing 'Communications Officer' in the subject heading.

Closing date for applications: 31 May 2019 but may close earlier if a suitable candidate is found.