



ADRA-UK is looking for a Communications Officer

- **Contract: 18-months Fixed Term Contract**
- **Hours: Part-time 3 days a week**
- **Salary: £31,236 per year (pro-rata actual £18,741 per year)**
- **Location: Based in Watford with hybrid working opportunities**

The Organisation

At ADRA we are driven by the belief that a better world is possible; we seek a world of social justice, compassion and hope. If you share this belief, are motivated by our values, have experience with communications, branding and like to make a difference, you may be our future Communications Officer.

ADRA-UK is a small but busy and exciting workplace. We are the Adventist Church's relief and development organisation and part of the global ADRA network in 120 countries. Our work is based on the Christian perspective of humanity with respect for the individual.

ADRA-UK's programmes aimed to relieve human suffering, build resilience and support the capacities of people living in conflict or poverty to be active agents in their own development.

Please visit our website for more information.

About the role

We are looking for an experienced Communications Officer to join our team. This is a wonderful opportunity to undertake a varied role with lots of potential to shape and develop a communications strategy for an organisation that values creativity.

To be successful in this role you will need to be flexible and work in a constantly changing environment. You will have strong organisation skills, excellent written skills, with strong attention to details, and the ability to write and communicate key findings and stories in a clear and compelling manner to a range of audiences.

You will have a proven track record in communications and profile-raising, developing engaging and creative communications.

To apply, you must have the right to live and work in the UK.

How to apply

To apply, please send your CV and the supporting statement outlining how you meet the criteria, citing "Communications Officer" in the subject of the email to hr@adra.org.uk. The deadline for applications is **23:59pm BST on Wednesday 20 November 2024**.



Interviews for shortlisted candidates will take place on **Thursday 5 December 2024** in person in Watford. Please note that only candidates selected for further consideration will be contacted.

The job description with the person specification and supporting statement form are available on our website.

We are looking for someone to start as soon as possible depending on the availability of the successful candidate.

If you have any questions about the role, please contact Sandra Golding (CEO) for an informal conversation on 07393 976195.