

LMN Communications Coordinator

Part-time Work 3 Days/Week

Job description

Role purpose:

Planning, coordinating and delivering London Mining Network (LMN) communications to network members, supporters, allies and partners and the public. The post holder will write and support staff to write, edit, co-ordinate and publish content (print and online materials) on the LMN website, social media accounts and across various channels. They will also plan and implement communications and campaigns to raise awareness while progressively improving organisational understanding of what works for different audiences.

Key responsibilities:

Press

- * Writing press releases related to visits, events and reports with which LMN is involved.
- * Establish and build on existing media relationships, maintain LMN media list.
- * Fielding inquiries from stakeholders including journalists, politicians and service users.

Digital

- * Creating posts and basic visual social media content for social media platforms.
- * Producing live social media content from LMN events and demonstrations.
- * Developing and regularly updating content for the website.
- * Managing social media accounts.

Communications

- * Implementing media strategies to increase LMN visibility and LMN positions on themes covered by our work.
- * Assist staff in highlighting frontline community voices and concerns and help widen the UK public's interest in issues within LMN's work themes.

- * Develop media/social media strategies for overseas visits and public events.
- * Coordinating media activities during visits, including joint media work with other organisations.
- * Conducting media monitoring, logging and reporting on media and social media metrics.
- * Commission and liaise with freelancers and contractors relevant to communications work (web designers, graphic designers, filmmakers, photographers, researchers).
- * Maintain LMN archives of media mentions, photos and videos.

Branding

- * Develop a uniform style across LMN materials.
- * Help maintain and build LMN's reputation nationally and internationally.
- * Plan/create multimedia communications materials.

Publications

- * Writing regular email newsletters to promote publications, programme activities, events and other key information.

Organisational

- * Updating and liaising with LMN's trustees on communications work via email and quarterly meetings.
- * Assist staff in LMN-organised and co-organised events.
- * Work and assist with LMN Working Groups' communications and outreach work.
- * Help identify issues that could potentially damage the organisation's reputation and recommend actions to mitigate this risk.

Finances

- * Working with the Finance Officer to prepare and monitor communications budget.

Time: Three days per week, initial contract for 1 year and subject to annual funding review.

Salary: Initially £ 45,500 / pro rata rising to £47,047 / £18,819 from 1 April 2025, plus 5% employer's pension contribution on salary.

Place of work: Normal place of work is at the LMN Office in London, minimum of 1 day per week. Remainder of the weekly working hours can be completed remotely.

Flexible work hours: The nature of the issues facing the communities with which we work means that you will need to be willing and able to work in a flexible manner, sometimes outside normal working hours. You may occasionally be required to participate in events at weekends, especially when it is required to accompany the tours of speakers within the UK. Visits by community representatives may sometimes have to be arranged at short notice.

Travel for work: Travel within the UK may be required to attend specific meetings and events. LMN's environmental policy requires that trips within the UK be made by train or bus.

Benefits: London Mining Network's pension provider is the government NEST pension fund. Due to regulation, it is mandatory to join the scheme on commencement of your employment but you may opt out of the scheme thereafter.

To apply for this role, please send your CV and cover letter to:
jobs@londonminingnetwork.org

Application deadline will be **March 21, 2025**. Interviews will be around the first week of April.