

2022

Communications Officer



About INPUD

The International Network of People who Use Drugs (INPUD) is a global peer-based organisation that seeks to promote the health and defend the rights of people who use drugs. INPUD will expose and challenge stigma, discrimination, and the criminalisation of people who use drugs and its impact on the drug-using community's health and rights. INPUD will achieve this through processes of empowerment and advocacy at the international level, while supporting empowerment and advocacy at community, national, and regional levels. www.inpud.net

About the Role

| | |
|-------------------|--|
| Post: | Communications Officer |
| Accountable to: | Executive Director |
| Hours: | 80% FTE; 28 hours per week (4 days a week) |
| Term of contract: | One-year rolling |
| Salary: | £28,800 plus benefits. Fee may be adjusted according to local cost of living |

The aim of the post is to develop and implement a communications strategy, supported by a website, list-servs and other social media platforms. We are seeking a person who has strong writing, IT, website management and interpersonal skills who is a self-starter but who can also work collaboratively with the team and our regional members and national partners.

The Communication Officer will lead on work that will enable the INPUD Secretariat and drug user community to do the following:

- Communicate our work and successes to a wider audience
- Manage platforms for regional members, national partners, and individual community members to connect, share information, and mobilise as a global community
- Advocate at global, regional, and national levels for better policies and action that improve the lives of people who use drugs and defend our human rights

2022

Communications Officer



Job Description

The role is responsible for:

- Develop INPUD's Communications Strategy and implement once approved by INPUD's Executive Director
- Further develop and manage INPUD's website and other social media platforms, including INPUD's listservs and forums, Facebook, Twitter, You Tube and external emailing distribution list
- Identify events, news and resources of global relevance and write blogs and articles to be posted on INPUD's website, ensuring regional coverage
- Post INPUD's publication, statements, and position papers on the website with accompanying short summaries
- Work with INPUD's advocacy and programme staff to identify events that require a communications drive and develop and oversee events calendar
- Identify relevant external publications and resources that support advocacy goals. Draft short summaries for all publications and resources
- Design and develop flyers for events and webinars upon request
- Design and develop social media campaigns for International Drug User's Remembrance Day and International Drug User's Day, and promote other global days of relevance
- Track analytics and create reports detailing results and outcomes of communications activities, social media, campaigns etc.
- Produce quarterly Member's Digest, that summarise key events and activities for INPUD membership
- Maintain image, video, and resource cataloguing systems
- Lead on drafting INPUD's Annual Report
- Work on ensuring consistency across various publications regarding writing style and design'; may include copy editing
- Support INPUD Secretariat on finalising publications from design, proofreading, translations, and website posting
- Responsible for updating, maintenance and analytics of INPUD website
- Develop and implement media engagement plan
- Other tasks assigned by the Executive Director from time to time and reasonably falling within the scope of the post

Experience Required:

- Knowledge of drug user rights and harm reduction principles and a commitment to the empowerment and human rights of people who use drugs, as well as understanding of laws, policies and practices related to the community.
- Experience in website management and social media management
- Ability to develop, implement, monitor, and evaluate projects, work on own initiative, manage own time and workload effectively and work under pressure to demanding deadlines

International Network of People who Use Drugs

INPUD | Unit 2C05 | South Bank Technopark | 90 London Road | London | SE1 6LN | UK

info@inpud.net | www.inpud.net



INPUD Limited is a non-profit company registered in England (company registration number 8828458). Our registered office is at Unit 2C05, South Bank Technopark, 90 London Road, London, SE1 6LN, UK

2022

Communications Officer



- Experience in information management and project administrative support
- Good organisational and coordination skills with an ability to motivate and respond to membership needs
- Excellent interpersonal and communication skills with a range of diverse stakeholders, including through written and oral presentations, papers, and reports
- Excellent and demonstrable written and verbal communication skills
- Excellent ability with MS Word and Excel, WordPress and design tools
- Strong English (written and spoken); second language in other languages an asset (eg: Russian; French; Spanish, Arabic)
- Understanding of global context and advocacy
- Experience of working within a network culture and understanding of organisational processes and procedures

INPUD encourages applications from people who use drugs. As a drug user led network, priority will be given to suitably qualified applicants with direct lived experience.

How to Apply:

Applications should be made in writing with a motivation letter that speaks to experience required

Please accompany your application with current curriculum vitae (CV) and the names and contact details of at least two referees, which must include your current or most recent employer.

Please send your application by email to: jobs@inpud.net with cc to judychang@inpud.net

Deadline for applications: Midnight on 7th of October 2022

Good luck!