

Data & Communications officer (full-time, 2 year contract)

The Prison Reform Trust is an equal opportunities employer. We also have a fair and inclusive culture and seek to reflect the diversity in prisons and the people we represent.

If you meet the person specification, we encourage you to apply, and particularly welcome applications from those with Black, Asian, and Ethnic Minority backgrounds.

We also welcome applications from anyone who may have direct experience of prison, or who has a criminal record.

Application

- Please send a CV (maximum 2 sides) and a covering letter (maximum 1,000 words) *outlining how you meet the person specification below.*
- We also ask for a completed *monitoring form*.

Please send your completed applications, adhering to the deadline of Monday 3rd December 5pm, to amy@prisonreformtrust.org.uk, (Important: the email subject box should read 'Application-Data')

You may also post your application to: Amy Brownrigg, Prison Reform Trust, 15, Northburgh Street, London EC1V 0JR

If you have any questions please contact sam@prisonreformtrust.org.uk or telephone Sam O'Sullivan 020 7251 5070

Shortlisted candidates will be invited to attend the PRT offices for interview, in the week commencing Monday 10th December 2018

Job description

- Produce and contribute to the development of the Prison Reform Trust's flagship publications the Bromley Briefings Prison Factfile and Prison: the Facts
- Gather, record and collate criminal justice data and statistics for PRT publications and briefings
- Develop innovative ways to communicate facts and figures about prisons in the UK, including through use of web-based publishing
- Assistant website and e-newsletter editor, with responsibility for ensuring website content is up to date and accurate
- Support managing PRT's social media presence, including daily update of PRT's Twitter and Facebook feed
- Draft press releases and comment

- Support press handling, maintain media contact database and daily media monitoring
- Organising PRT events
- Undertake any other duties reasonably expected of a member of the PRT policy and communications team

Person specification

Essential:

- An ability to analyse quantitative data and produce accurate and rigorous statistics
- Excellent verbal and written communication skills
- Excellent IT skills, including experience of data visualisation, Adobe InDesign and Illustrator
- The ability to gather, access, analyse and use complex information from a wide variety of sources
- Excellent project management skills and the ability to work to tight deadlines
- Experience of web editing and using social media
- Interest in and/or experience of working with the media
- Interest in prison conditions and the treatment of prisoners
- The ability to work effectively with a variety of stakeholders
- A track record as a creative, motivational team member
- Willingness to be flexible in their role in order to support the PRT programmes

Preferable/desirable:

- Experience of data journalism
- Experience of events organisation
- A qualification that included quantitative data analysis (A Level or above)