



Council for British Research in the Levant

Job Title: Events and Communications Officer (1.0 FTE)

Organisation: The Council for British Research in the Levant (CBRL)

Location: Amman, Jordan

About CBRL:

The Council for British Research in the Levant (CBRL) is a learned society dedicated to advancing public education on the Levant. Through promoting and disseminating research in humanities, social sciences, and related subjects, CBRL aims to advance knowledge and understanding of the peoples and cultures of the Levant. CBRL operates two institutes in the region: CBRL Amman Institute and the Kenyon Institute in East Jerusalem, both housing extensive libraries.

Job Description:

CBRL is seeking a talented and dynamic Events and Communications Officer to join their team in Amman, Jordan. The Events and Communications Officer will be instrumental in enhancing the organisation's visibility, promoting its activities, and engaging with diverse stakeholders.

The role will involve developing and delivering a communication strategy that supports CBRL's key priorities and strategic plans. This includes enhancing our internal and external profile and influence, expanding our reach, and ensuring that our research and outreach activities have a broad impact.

Reports to: CBRL Amman Operations Manager. Also, works with the CBRL Amman team and the London office, as required.

Working week: Full-time; 5 days a week, 8:00 am – 4:00 pm (Sunday – Thursday).

Please note that the role may require working extended hours, particularly during events.

Contract: 9 months (1 July 2024 to 31 March 2025), subject to review and extension. Three months' probation period.

Salary range: 600 – 700 JOD.

Start date: 1 July 2024.



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Key Responsibilities:

Communications and Engagement.

- Develop and execute communication strategies to raise CBRL's profile and increase public engagement.
- Co-manage CBRL's website with the CBRL Amman team and CBRL Executive Officer, ensuring content is regularly updated to encourage action, monitor analytics, and grow website traffic.
- Create compelling and engaging content for various platforms, including social media, website, and newsletters and monitor trends to inform communications.
- Create visual communications including illustrations, posters, layouts, publicity materials and photos and test graphics across various media, including the website and social media profiles.
- Organise communications to support grant calls, promote awards and prizes, and produce website content to highlight CBRL journal articles, special issues, and annual best prizes.
- Act as first point-of-contact for media enquiries and speaker requests; help brief CBRL staff and affiliated scholars; coordinate CBRL responses, comments, and interviews; and monitor and create and maintain a database of CBRL.

Events

- Promote events across relevant CBRL channels as well as external mailing lists and media outlets.
- Manage all backroom technical logistics of online webinars in advance, during, and following the event and create, edit, and distribute audio and visual recordings of events.
- Manage in-person events at CBRL Amman Institute, taking responsibility for tasks such as sending invitations, designing announcements, and recording attendance to ensure smooth and efficient event operations.

Additional General Responsibilities:

- Produce reports on activities and contribute data for annual and six-monthly reports.
- Ensure brand-alignment and compliance across all platforms, materials, and activities always.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Carry out other associated duties as may arise in line with the broad remit of the position.
- Work collaboratively with others in all aspects of work.



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Qualifications and Skills:

- Educated to degree level or equivalent professional experience.
- Proven experience of at least 3 years working in event management and communications, as well as public relations, ideally within the higher education sector or within academic, membership society, or charitable organisations.
- Evidence of a good understanding of the Levant and wider Middle East throughout their application and at the interview.
- Good knowledge of WordPress and basic graphic design, as part of IT knowledge overall.
- Experience in generating effective, high-quality, and impactful multi-channel campaigns with social media and audio-visual content.
- Excellent written and spoken English and Arabic, able to tell a compelling story, translating complex information as necessary for a diverse audience across multiple digital channels, and evaluating their impact.
- Organisational skills and the ability to prioritise and manage a range of tasks/projects and events simultaneously and communication skills with people from a range of backgrounds and fields.
- Analytical skills and the ability to present complex data in an easily digestible format to different stakeholders.
- Desirable experience includes working in a small, busy, and remote team environment.

This job description does not form part of a contract of employment and can be amended from time to time as the needs of the organisation require.

To Apply

- Interested candidates should submit their CV and a cover letter outlining their qualifications and suitability for the role to recruitment@cbrl.ac.uk.
- Please include "Events and Communications Officer Application" in the subject line.
- Additionally, candidates who possess a written piece demonstrating their ability to communicate effectively and creatively are encouraged to include it with their application and a portfolio, if possible, with a list of people who may be approached for a written reference. *Applications without a cover letter will not be considered.*
- Only short-listed candidates invited to interview will be contacted. Interviews are expected to take place one week from the application deadline.

Deadline for applications 6 June 2024