# Friends, Families and Travellers (FFT)

## Job Description

**Job Title:** Communications Officer

**Hours of work:** 35 hours/per week

**Length of employment:** 12 months with opportunity for extension

**Band:**  6

**Salary:**  £31,537-£33,143 depending on experience

**Employer:**  Friends, Families and Travellers

**Responsible to:** Head of Communications and Campaigns

**Location:** Brighton, with possibility of flexible working

**Closing date:** 23:59, 7 November 2025

**Interview date:** Interviews will be on a rolling basis

*To apply, please send a CV and a covering email setting out your suitability for the role in less than 500 words to* *admin@gypsy-traveller.org*

*Please also take the time to fill out and submit an* [*Equality Monitoring Form*](https://www.gypsy-traveller.org/wp-content/uploads/2021/06/Equalities-Monitoring-Form_updated.doc) *for the role.*

*We strongly encourage applications from Gypsy, Roma and Traveller people. We will offer an interview to applicants of Gypsy, Roma or Traveller background who meet the essential criteria for the role.*

**About us**

We are the only national charity which supports all Gypsies, Travellers and Roma regardless of ethnicity, culture or background. We seek to end racism and discrimination against Gypsies, Travellers and Roma and to protect the right to pursue a nomadic way of life.

Our main areas of work are health, accommodation, education, financial/economic inclusion, and discrimination and we have a clear understanding of how these areas intersect and impact the lives of Gypsy, Roma or Traveller people. In all areas of our work, we support individuals and communities experiencing disadvantage and inequalities, with the issues that matter most to them. At the same time, we work to transform the systems and institutions which cause structural inequalities and disadvantages to exist in the first place. To find out more, visit our [Vision for Change](https://www.gypsy-traveller.org/wp-content/uploads/2019/11/FFT-Our-Vision-for-Change-Strategic-Plan-2019-2022_FINAL-FINAL.pdf).

**Overall purpose of role**

This is a new and exciting opportunity to join the Friends, Families & Travellers Communications and Campaigns Team, which is comprised of a diverse range of team members and an equally varied range of valuable skillsets. Our Communications and Campaigns (C&C) Team is extremely proud to be part of Friends, Families and Travellers, working across departments and producing outstanding communications materials.

Within the C&C crew, we run on understanding, mutual respect, inclusion, patience, and acceptance. These principles and values reflect FFT's wider mission and strategic approach and hold a special place in our team's culture. We strive to create an atmosphere that serves and inspires, with every member of the C&C Team valued and supported. We have a range of lived experience and diversity within the team, and the wider organisation, and firmly believe in social liberation, anti-racist principles, and decolonisationist approaches.

The structure of the team is set up to support the ongoing progression and growth of its members along the key verticals of Press, Website, Design and Outbound. We are looking for someone to support our Outbound communications (video production and development, supporter engagement, and design), as well as offering support across the verticals. The incoming Communications Officer should feel confident with engaging and supporting people to appear on video.

The successful applicant will have experience of these functions and will need to be a quick learner. They will have a can-do attitude with solid technical know-how and be reliable. Attention to detail is critical, alongside flexibility to evolving demands.

A confident communicator, they will be a self-starter with excellent prioritisation and time management and enjoy working in a highly collaborative setting. They will have the opportunity to deliver communications plans and strategies in line with our overall organisational aim of protecting the right to pursue a nomadic way of life.

Due to the nature of the role, the successful applicant will need to be based in our Brighton office, and we’re able to accommodate a degree of flexible working subject to successful completion of a three-month probation period.

**Key responsibilities and duties**

The role will be diverse and varied. No two days nor two emails are the same! Key responsibilities will include:

* Engaging audiences through compelling content across communications channels, including our website, video, social media.
* Researching, writing and supplying communications materials in response to briefs from the department Head.
* Working with project Leads to promote outcomes, findings and impact across our various channels.
* Supporting Gypsy, Roma or Traveller people to cut through digital noise, via public-focused opportunities such as guest blogs or video.
* Working to maximise the impact of our communications strategies, and operational plans.
* Maintaining and updating digital content from evergreen pages to news items, as and when appropriate.
* Developing and producing short-form video content, along with other Adobe-based outputs.
* Other such duties as are reasonably appropriate to the job.

Alongside the above, you will be expected to:

* Support documentation in a meaningful, non-extractive, and culturally pertinent way.
* Understand the importance of nuance, complexity, and growth.
* Prioritise accessibility, care, and accuracy.
* Uphold Friends, Families and Travellers’ values, mission, and organisational culture and integrity.

## Person Specification for Communications Officer

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| --- | --- | --- |
| Qualifications & Knowledge  | **Essential** | **Desirable** |
| Educated to A Level/NVQ3 or *have equivalent experience* | X |   |
| A good knowledge and understanding of the diverse Gypsy and Traveller communities within the UK and of the issues that affect the lives of Gypsies and Travellers |  | X  |
| Demonstrable commitment to human rights, equity, and inclusion. | X |   |
| Experience |  |   |
| Previous experience in a Communications role | X |  |
| Experience of copywriting, editing and proofreading | X |   |
| Experience using Content Management Systems in a professional or personal capacity (such as Wordpress or Wix or Squarespace) | X |   |
| Experience using social media in a professional context | X |  |
| Experience measuring impact of communications and/or campaigning activities through the use of analytics (Google Analytics or any other analytics platform) |  | X |
| Experience with press and/or media engagement  |  |  X |
| Experience of PR processes |  | X |
| Experience of working to and delivering a design brief | X |  |
|  |  |  |
| Skills |  |   |
| Demonstrable technical experience of Adobe Suite (Photoshop, InDesign, Premiere Pro, Illustrator, or similar), and design principles | X |  |
| Excellent written and verbal communication skills | X |   |
| Able to communicate complex issues clearly, succinctly and inspirationally | X |   |
| Adept in Microsoft Office and formatting | X |   |
| Experience of email marketing platforms in a professional or personal capacity (MailChimp desirable but others accepted) | X |  |
| An understanding of digital short-form video production and strategy | X |  |
| An understanding of project processes, from planning to execution to delivery | X |  |
| Personal qualities |   |  |
| Team player with ability to build strong working relationships across and within other organisations and departments | X  |   |
| Highly organised, with ability to plan and prioritise work and tasks under pressure | X |   |
| High level of initiative and able to work independently |  X |  |
| Strong time management and ability to never miss deadlines | X |  |
| A calm and measured approach to troubleshooting | X |   |
| An understanding that teams consist of different people with different needs and an ability to adjust approaches accordingly | X |  |
| Able to work across multiple projects at once, and flexible enough to adapt as situations develop | X |  |
| Deeply committed to accessibility, integrity, accountability, and working in ways that centre people | X |  |
|  |  |  |

**Our Values**

We believe that:

* to address the inequalities faced by Gypsy, Roma and Traveller communities then Gypsy, Roma and Traveller people must be at the heart of all of our work.
* the inequalities faced by Gypsy, Roma and Traveller communities are rooted in historic oppression and structural racism and must be understood and addressed in this context.
* there is much to celebrate within Gypsy, Roma and Traveller communities, including cultural traditions, historical events, community values and individuals’ achievements.
* we have a role to play in upholding and protecting human rights and equalities, because we are stronger when we work together and show solidarity with other minority groups.
* all services provided to wider society should be accessible to and inclusive of members of Gypsy, Roma and Traveller communities.

**Equality**

We are an equal opportunities employer and aim to ensure that all employees and job applicants are treated fairly. We support members of Gypsy, Roma and Traveller communities to have an active and influential role in all aspects and at all levels of our work.

**Our team**

We have a professional team of staff who deliver our vision through outreach, advice and policy work, education and training, research and more. The work of our staff is supported by a dedicated team of volunteers. At least half of our staff, interns and volunteers are from travelling communities and/or have lived experience.

**Our location**

Our sunny offices are in central Brighton, just 2 minutes from Brighton railway station and 10 minutes from the sea. Parking is at Brighton Railway station.

**Benefits of working for FFT**

We strive to provide staff with a positive and supportive environment at work. We offer regular supervision, strong and supportive leadership, open communication and a commitment to developing our staff. Our benefits include:

* 25 days paid leave per year plus public holidays
* Discretionary Christmas/New Year closure period
* Annual leave allowance increase by 1 day for each full year of employment up to 5 additional days.
* Travel and subsistence allowance
* Cycle to Work Scheme for accessories or bicycles (or both!)
* 5% contributory pension
* Flexible working
* Job share
* Induction programme and annual appraisal
* A variety of in-house and external training courses
* A commitment to Continuous Personal Development

**Right to work in the UK**

The Immigration, Asylum and Nationality Act 2006 requires us to check your eligibility to work in the UK before you start work. We ask all candidates to bring proof of their right to work to interview, such as passport or other documents.

**Safeguarding**

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All recruits are given the relevant DBS check for their role and safeguarding training to support safe working.