

## **AIM-Progress Communications Manager (part-time) - Contractor Description**

AIM-Progress is a forum of consumer goods companies and suppliers assembled to enable and promote responsible sourcing practices and sustainable production systems. It is a global initiative supported and sponsored by AIM, [the European Brands Association](#). Our vision to “positively impact people’s lives and ensure respect for human rights, while delivering value to our members and their supply chains.” AIM-Progress activities are member-led and **central to our work is to communicate the impact of our activities to members and the industry. This role will be critical for engaging with and growing our brand, supplier and retailer membership.**

AIM-Progress is seeking to recruit an energetic and self-motivated communications and media manager. Reporting directly to the AIM-Progress Executive Director, the Communications Manager’s role is to simplify, amplify and bring to life the work of AIM-Progress. Your work will include developing and executing the organisation’s communication strategy including building engagement campaigns with members, activating content for our website and social media platforms and preparing reports and assets for external publications.

**Location:** Remote – able to work with members on Central European Time and Eastern Standard Time

**Salary:** Up to €400 per day

**Terms:** Part-time, 15-20 hours per week **on a contractor basis**

**Contract length:** 12 months, with 3-month break clause

### **Primary Responsibilities**

Support the AIM-Progress team and our global service provider partners<sup>1</sup> to:

- Develop and deploy a communications strategy which raises awareness, drives engagement and boosts membership attraction and retention
- Develop and activate content on social media platforms to engage members, the industry and broader audiences
- Manage the public and member areas of the AIM-Progress website to ensure assets and content are maximised, accessible and up to date
- Coordinate and work with graphic designers and digital content experts to develop communication reports and assets
- Produce quarterly internal newsletters to engage and inspire our membership
- Support the preparation of reports for our membership which drive understanding of sustainability topics with responsible sourcing teams, procurement teams and senior leaders
- Work in close partnership with AIM-Progress’s Africa and APAC regional hubs and our global supplier capability building partners to amplify global learning about business and human rights
- Monitor relevant social media platforms for trending news, ideas, and feedback, including our member activities and announcements
- Track and monitor the performance of communication channels using appropriate tools.

### **Requirements**

Candidates will need to have the following to be considered for the position:

- Minimum three years’ of experience in a similar role
- Proven interest in business and human rights

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<sup>1</sup> We have service providers who support our two regional hubs (APAC and Africa) and also work with external providers to run our supplier capability building programmes and a number of projects.

- Ability to communicate with different audiences and translate our foundational themes/strategy into digestible content that clearly supports our objectives
- A dynamic team-player, willing to take initiative with a “can-do” attitude and ability to juggle multiple projects at once
- Ability to work pro-actively with our members and colleagues to achieve our goals
- Proficiency in English and excellent communication skills both verbally and in writing, with a keen attention to detail
- Knowledge of suitable communications tools and potential use of AI
- Knowledge of the branded goods industry is an asset.

**The position offers:**

The opportunity to work with the most iconic national and global brands in the consumer goods sector; a dynamic and flexible working environment, with the opportunity to take initiative and drive programmes; a competitive package on a fixed contract. AIM-Progress is proud to be an equal opportunity employer. We are committed to equal employment opportunity and equal pay regardless of e.g. race, colour, religion, sex, national origin, sexual orientation, disability or gender identity.

**In order to apply, we don't need CVs or covering letter but we'd love you to tell us how you'd revitalise our comms on LinkedIn and our website and how your comms expertise could help us strategically communicate with our company members, the industry and the broader business and human rights ecosystem. You are welcome to put together your ideas in whatever format you are most comfortable with Canva, Powerpoint, Miro etc. Please send them to our [info@aim-progress.com](mailto:info@aim-progress.com) address by Tuesday 24th March and we will get back to you if we'd like to talk more.**

On receipt, your application will be assessed against the criteria for the role by a recruitment panel. All successful shortlisted candidates will be invited for an interview. If you have not heard from us within three weeks of your application, this will mean that, regrettably, your application has not been successful.

**Please do not apply via LinkedIn. Your application will not be reviewed unless you follow the instructions above.**