



Senior Communications Officer

UK

About Development Initiatives

Development Initiatives (DI) is a global organisation harnessing the power of data and evidence to end poverty, reduce inequality and increase resilience.

We deliver trusted and actionable insights for decision-makers and partners based on what available data can tell us. We increase data use by growing people's skills, expertise and confidence in data and showing how data can drive better outcomes. And we improve what data is available by helping others to collect, share, manage and use data responsibly and effectively.

Through this, we are supporting partners to:

1. Better respond to people's needs through improved quality and use of data and evidence in policymaking.
2. Improve the quantity, quality and coherence of public finance and private investment.
3. Challenge systemic and structural barriers to equity and support the reform of existing systems.

So our work informs effective policy and practice, helps change mindsets and influences debate to bring about the changes we want to see.

With staff in Kenya, Uganda, the UK and the US, and partners in many other regions and countries, we have networks to make an impact across the globe.

We undertake an exciting portfolio of grant-funded work and we offer consultancy services to those who share our aims and values.

Senior Communications Officer UK

Role content and purpose

This is a brand-new role in a growing team at Development Initiatives (DI). You will be a self-starter, possess excellent people skills and have a real passion for driving change that can improve people's lives. You will have sound knowledge of the international development sector and experience of driving impact through delivering strategic communications. Your understanding of policy influencing will give you great instincts about how to maximise the role of communications in supporting those efforts.

You will report to the Head of Communications and form a key part of the Communications team that is going through a period of exciting change and growth as we embark on DI's new 10-year strategy. You will utilise a full range of communications skills, including the development and delivery of strategic communications campaigns, external stakeholder engagement and management, media handling, and translating complex analysis into engaging messages and communications products. You will be impact-oriented, ensuring your role as a communications professional is focused on ensuring DI drives greater impact and delivers its mission and strategic objectives.

Key areas of our work that you are likely to focus on include:

- Inspiring action using data-driven evidence on development and crisis finance to help ensure available resources are being targeted effectively and having the best impact for people most in need.
- Driving better coherence between development, humanitarian and peace efforts to deliver better outcomes for people in crisis contexts.
- Increasing understanding of the poorest people globally, setting out what change is needed to tackle growing inequality and ensure they do not fall further behind in global progress.

This is an exciting role in a small and agile team as part of a global organisation with locations in the UK, the US and East Africa.

The postholder will ideally be based in Bristol, UK, because fostering strong relationships is a key part of ensuring we excel as a team and as an organisation. The right candidate working elsewhere in the UK would be considered, provided they are willing to travel regularly to Bristol.

Contractual details

Start date:	As soon as possible, depending on notice period
Location:	This role is based in the UK, ideally in Bristol. Alternative locations within the UK will be considered for the right candidate, with regular travel to Bristol required. DI's Bristol office is located at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK
Salary:	£35,000-£39,000 per annum, depending on experience
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

Duties and responsibilities

- Lead the development and delivery of strategic communications for key high-profile projects and programmes.
- Oversee monitoring, evaluation and impact of communications activities for key projects to ensure desired results are being achieved and learning is captured and acted upon.
- Manage external agency relationships to support the delivery of communications campaigns as needed.
- Handle media enquiries and undertake press outreach as opportunities arise.
- Ensure DI reacts relevantly to key external opportunities, news and events, and adds value in those moments.
- Produce insight on the external landscape, key trends, partners and audiences, to ensure our work is always responding to that context and continues to add maximum value externally.
- Support colleagues to curate often complex content in a way that drives better results through communications, particularly on digital channels.
- Deliver communications support for consultancy clients, mainly in the form of communications products in which content is data-heavy and complex, and provide strategic advice for driving uptake of data-led content.
- Support the Head of Communications with any other duties as required.

General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations.
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct.
- Support an ambitious organisation, actively taking part in helping to meet its goals and positively supporting innovation and development.
- Maintain professional development and personal development plans.
- Be willing and committed to take on new work as and when required, and be proactive.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

Person specification

Experience

Essential

- At least five years' experience working in communications, with demonstrable strategic communications experience.
- At least three years' experience working in international development.
- Working in communications to support policy influencing.
- Working collaboratively with external partners and stakeholders.

Desirable

- Working with external agencies.
- Working in a not-for-profit or charitable organisation.

Knowledge

Essential

- Working knowledge of the international development sector.

Skills and abilities

Essential

- Developing and delivering high-impact communications campaigns that drive meaningful interaction with messages and content.
- Making technical and complex information accessible and engaging in order to create compelling communications assets that drive uptake of key messages and research by target audiences.
- Writing press releases, media briefings and liaising with journalists.
- Working with external agencies to support on the delivery of communications activities, particularly writing clear briefs and ensuring delivery to that brief.
- Excellent stakeholder relationship management skills, including the ability to work effectively with external clients to deliver communications assets and other support on projects that facilitates the delivery of their objectives.
- Producing and using insight on the external environment, target audiences, partners and other key areas to ensure reactive opportunities are seized on and all communications activities gain maximum traction and drive impact.

- Using Google Analytics and other analytics tools on social media for tracking engagement with content and using that to enhance future activities.
- Supporting colleagues to produce content that lends itself to strong external outreach.

Desirable

- Website content management.
- Commissioning content such as blogs and case studies from external stakeholders and guiding its development.

Education

Essential

- Higher Education qualification in a relevant field (social sciences or communications) or equivalent.

Personal attributes

Essential

- A natural team player and collaborator who enjoys working openly and collegiately.
- An outcomes-oriented perspective, ensuring outputs are always helping drive the change we want to see.
- A champion of good processes, who understands the importance of seamless planning and execution for success.
- Highly organised, with the ability to manage multiple complex tasks to strict deadlines while under pressure.

Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be uploaded onto our online application portal here. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Closing date: 24 May 2021

First interviews: Week commencing 7 June 2021

Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

Development Initiatives is an equal opportunities employer, and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our website at: <http://devinit.org/working-with-us/vacancies/>

Working together

People are our greatest asset. You often hear it said, and at Development Initiatives, it really is true. We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands. The better our employees are, the more effective we will be, and for this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness. We want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision. We also offer:

UK

- Informal work environment (e.g. casual dress)
- Pension scheme with 5% employer contribution
- Flexible working arrangements (e.g. homeworking, flexitime)
- Healthcare scheme with employee assistance programme
- Paid study leave and financial support
- Paid professional membership fees
- Buy/sell holiday scheme
- Cycle to work scheme
- Childcare vouchers
- Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas
- Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people).

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To find out more about our work visit:
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Development Initiatives is the trading name of Development Initiatives Poverty Research Ltd, registered in England and Wales, Company No. 06368740, and DI International Ltd, registered in England and Wales, Company No. 5802543. Registered Office: First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK.

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