



Communications Officer

Are you passionate about women's economic empowerment? Do you have experience of shaping communications strategy? Are you skilled in developing targeted advocacy and communications content?

We are seeking a creative Communications Officer to ensure our research on Women's Economic Empowerment reaches the right audiences and has the maximum impact.

Publish What You Fund is the global campaign for aid and development transparency. We are an independent NGO combining robust research and technical expertise with targeted advocacy in order to make aid and development efforts more transparent and effective.

We are hiring a Communications Officer to work on an exciting new project aimed at increasing the transparency of funding for Women's Economic Empowerment (WEE). We will examine funding for WEE as a key aspect of gender equality, including women's financial inclusion, gender integration and women's empowerment collectives. This research will focus on Kenya, Nigeria, Uganda, Ethiopia, Bangladesh and Pakistan. We will utilize an evidence-based approach to advocate for greater tracking and transparency of funding towards WEE in these focus countries and globally.

The Communications Officer will be responsible for the project communications strategy and outputs, identifying and building relationships with stakeholders and translating project research into advocacy materials for a range of audiences.

You will be part of a small but high impact team, with the opportunity to contribute to discussions across a range of work and support wider organisational learning.

Location: London, UK- possible negotiation for remote working.

Contract: Two- year contract requiring 35 hours a week. Candidates must have the right to work in the UK.

Remuneration: £30,000 pro rata

Publish What You Fund is committed to enhancing the diversity of its staff team, and to promoting racial and gender equity in the workplace. We particularly welcome applications from people of colour and other underrepresented groups.

Key duties

Designing and delivering communications and engagement plan:

- Developing, implementing and periodically reviewing a comprehensive project advocacy and communications strategy
- Identifying key audiences and dissemination channels, in collaboration with in-country partners and research team
- Identifying, developing and maintaining relationships with key stakeholders and media contacts.
- Contributing to the organisation of global and in-country advocacy activities and events.
- Tracking our reach and engagement using insights and analytics tools

Creating and delivering advocacy and communications content:

- Creating, copyediting, proofreading and promoting written, video and social media content.
- Using project findings to generate a wide range of advocacy materials including; reports, briefings, factsheets, OpEds, video and social media content for a range of audiences.
- Working with researchers and in-country partners to communicate findings and policy recommendations in an accessible and engaging manner.
- Content management for website
- Developing and implementing project social media campaigns and overseeing platform activity, utilising Wordpress, infogram, Twitter and LinkedIn and Google Analytics.
- Supporting the delivery of presentations and reports for key stakeholders and partnerships.

Publication Management:

- Supporting the process of publishing country and global materials, including research reports, advocacy briefs, infographics, press releases, working with designers and translators.
- Supporting the coordination of the peer-review process, liaising with reviewers and research team.
- Monitoring publications and advocacy opportunities pipeline

Other:

- Occasional administrative support as required working with a small team, including internal communications.

Essential skills and experience

- Degree in journalism, international development, social sciences, international relations or similar field.
- A minimum of 2 years of professional experience in a communications role, ideally within the development sector.
- Good understanding of research communications and impact.
- Proven ability to conceptualise and deliver a wide range of communications to different audiences, understanding that our communications should be driven by strategic objectives and underpinned by a coherent approach.

- Strong technical skills including familiarity with web content management, and social media for a professional organisation/ NGO.
- Experience of delivering social media campaigns.
- Strong all-round communication skills, especially writing, editing and proofreading materials in English.
- Experience of managing relationships with contractors (e.g. design agencies).
- Ability to communicate with a range of stakeholders – from private institutions to INGOs and CSOs.
- Experience of communications work in a multilingual environment and with staff in different locations.
- Proven ability to work to tight deadlines.

Desirable skills and experience

- Knowledge/experience of gender equality advocacy.
- Cross cultural competence and strong interpersonal skills.
- Experience of producing data visualisations or infographics.
- Experience of producing multimedia content.
- Proven ability to build relationships with journalists and place media stories.

How to apply

Please submit the following to recruitment@publishwhatyoufund.org including *WEE Communications Officer Application* in the subject line.

- CV (maximum two pages)
- One-page cover letter outlining how your experience meets the essential criteria and indicating where you are based.
- A sample short communications piece, for example a blog, press release or research brief.

The deadline for applications is 12th October 2020 at 9am.

We will review applications on a rolling bases and encourage candidates to submit their applications early.

Due to the high number of applications we will only be able to respond to successful applicants.