

Head of Access to Information, Bristol

Development Initiatives (DI) works to end extreme poverty by 2030 by making data and information on poverty and resources transparent, accessible and useable. We help decision-makers use information to increase their impact, for the poorest people in the most sustainable way. We work at every level:

- Supporting local partners in East Africa and Nepal to use data
- Providing information and analysis to inform national and regional decision-making.
- Offering technical and political support to help improve international systems.

We are international organisation with staff in Brazil, Kenya, Nepal, Uganda, the UK and the US. This model allows us to be agile and flexible in our approach to drive change.

Role: Reporting to the Director of Engagement and Impact, the post holder will have key responsibility for implementing our access to information work over 3 Countries (Nepal, Uganda and Kenya) and linking it to our global strategy. The post holder will manage a remote team of staff as well as team members in the Bristol office and will be making a global case for access to information.

Role content: Access to information, open knowledge, transparency for accountability, participation and efficiency.

Person specification

Qualifications/Experience

- Progressive experience (10 years) in the 'access to information/transparency/accountability' arena
- Practical experience (5 years) of managing people and project management
- Membership of Project Management Institute an advantage
- Experience of distance management
- In-Country experience

Knowledge/technical competencies

Essential

- A solid understanding of national level advocacy – how governments work and an ability in how to influence them – the post-holder will be politically astute
- A track record in understanding and working with international processes and working at a national and international level
- The ability to understand the impact of access to information and translate it from national level to engagement at an international level
- An understanding of the International Aid Transparency Initiative (IATI) and transparency initiatives
- Experience of leading, managing and implementing projects – meeting objectives, timelines and budgets, communicating status to sponsors, interested parties and Directors

Desirable

- Examples of publications in the access to information arena – not just blogging

Personal skills/qualities

- Hands-on approach to work – able to think and act at a strategic level but also able and willing to conduct own work
 - Strong advocacy skills
 - Exceptional organisational skills (for project management, directing resources etc)
 - Communication and presentation skills at the highest level (communicating goals, status of projects etc – both written and verbal)
 - A strong network and connections within the access to information/open data/transparency forums
 - Problem solver (able to detect potential issues and implement solutions if issues threaten to delay the project timeline)
 - Flexibility and ability to travel regularly (at least 4 months of the year will be spent working across Nepal, Uganda and Kenya)
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Duties/Responsibilities

Technical duties

- Public speaking and representing the Company at conferences, panels and events – as an expert on access to information at a national and international level
 - Developing work at a national level and translating it ready for engagement at international level
 - Supporting the work of our IATI team – helping to push their agenda forward and continue to promote the use of IATI data in-country
 - Lead the work across the company on access and use of information – including playing a greater role in driving activity forward in Africa and Nepal
 - Communicate to external audiences more clearly DI's work and the implications of our work through the various communications channels available
 - Build the DI brand globally especially in Nepal
 - As part of the management team, help shape our work in and around the data revolution, joined-up data and access and use
 - Provide regular internal updates to keep staff informed of progress
 - Continue to seek new funding opportunities and pursue them to ensure our vision for this programme of work are met
 - Oversee and project manage the access to information programme, develop future operating plans and manage the budget
 - Manage a remote team of staff based in Nepal and East Africa as well as 2 personnel based in the Bristol office (conducting 1:1 meetings, setting objectives and personal development plans, conducting appraisals) and manage contractors and their workload (developing Terms of Reference and monitoring progress)
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Contractual details

Start date:	ASAP
Location:	Bristol, UK (flexibility for the right candidate providing they are legally entitled to work in the UK)
Salary:	£40,000 to £50,000 pa
Hours:	35 hours per week
Probation:	3 months
Leave:	25 days plus all bank/public holidays
Benefits:	Refer to web page

Application details

Your CV (no more than 3 pages) and covering letter which should detail your skills and evidence of experience and how it relates to the job description, should be emailed to: Mrs Janet Reilly (Human Resources Business Partner) at HR@devinit.org, quoting ref: A2INFO in the email subject line. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Closing date: 25th June 2014

First interviews: 8th and 9th July

Second interviews: 22 July

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.

We are unable to offer sponsorship for a work permit/Visa application. Evidence of right to work will be requested.

Due to the volume of applicants that we receive, we regret to say that we will be unable to acknowledge receipt of your application and if you do not hear from us within 4 weeks of the closing date, please assume that your application has been unsuccessful.

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 web page at www.devinit.org/about/working-us/