



Interim Content and Publications Officer

Short-term contract, Bristol, UK

Role and content

We are looking for a well organised professional for a busy, hands-on role managing the editorial production of DI's print and digital outputs and ensuring we deliver high-quality and effective materials to our audiences.

With shared responsibility for our house style, the post-holder will have a keen eye for detail and champion the principles of clarity and accessibility and publishing best practice.

As a key member of the Communications team, the Content and Publications Officer will report to the Managing Editor and work alongside colleagues in the UK, US and East Africa, across all DI products and platforms.

Person specification

Education/training

- At least two years' experience working in an editorial production or publishing role, ideally with a subject matter relating to data
- Undergraduate degree or equivalent

Personal skills/qualities

- Excellent organisational and production management skills
- Excellent written communication skills with keen eye for detail
- Ability to build strong relationships with colleagues, clients and suppliers
- Ability to work under pressure and manage a varied workload yet deliver on time with accuracy
- A self-starter who can work independently with minimal support but can also work well in a team environment
- A team player who is willing to be hands-on when needed
- Motivated, proactive and flexible

Knowledge/technical competencies

Essential

- At least two years' experience of:
 - Editorial management/production (managing internal publishing processes, commissioning and managing external suppliers such as designer and printers)
 - Copyediting and proofreading
- Advanced layout/formatting skills using MS Office (primarily Word and PowerPoint)
- Demonstrable knowledge and understanding of publishing techniques
- Experience using web content management systems such as WordPress

Desirable

- Experience of content creation (writing, rewriting and repurposing copy)
- Ability to understand complex issues or data and articulate these in a simple, compelling way
- Skills creating graphics, infographics and interactive infographics (designing, conceptualising or commissioning)
- Basic design skills using the Adobe Suite (InDesign, Illustrator, Photoshop)
- Good working knowledge of readability and web accessibility
- Interest in the latest digital trends that could enhance content interaction and user experience

Responsibilities

Production

- Manage production processes, ensuring project tasks are delivered to agreed specifications and deadlines, by:
 - Supervising external suppliers (designers, printers, translators) and all parties involved in production (e.g. authors, reviewers, approvers)
 - Commissioning work (from the above parties) to a clear, agreed brief and within a timeframe and budget
 - Scheduling, tracking progress and providing updates to teams

Digital

- Manage website content by:
 - Developing, maintaining and uploading content using WordPress
 - Writing and updating static content pages
 - Ensuring content is appropriately categorised and tagged and SEO optimised
 - Ensuring content is uploaded on time and presented correctly

Editorial

- Ensure high standards across all our outputs (briefing papers, reports, factsheets, web copy, blogs and multimedia content) by:
 - Copyediting and proofreading
 - Reviewing page design and layout
 - Enabling colleagues to use MS Office templates (Word, PowerPoint and Excel)
 - Ensuring all outputs adhere to and uphold the DI brand
 - Maintaining the DI house style guide and other editorial guidelines

Content

- Enable the delivery of effective, audience-focused materials by:
 - Repurposing content for different channels and audiences
 - Sourcing images for the web and obtaining copyright permissions
 - Supporting the development of graphics and infographics

Organisational responsibilities

- Support the development and implementation of organisational strategy
- Support the day-to-day management within own team
- Provide vital administration and logistical support to ongoing project work
- Support the development of new projects

General responsibilities

- Be aware of and take personal responsibility for any health and safety obligations
- Uphold all aspects of Company policies and procedures and legal requirements in relation to personal conduct
- Prepare for and engage in 1:1 meetings and performance management appraisals
- Maintain personal professional development and personal development plans
- Be willing and committed to take on new work as and when required and to be proactive

Contractual details

Start date:	Immediately
Length:	January until mid-May 2018
Location:	DI's Bristol office at North Quay House, Quay House, Temple Back, Bristol, BS1 6FL
Salary scale:	£24,000–£27,000 gross per annum, depending on experience
Hours:	35 hours a week
Probation:	Two weeks
Leave:	25 days pro rata, plus all bank/public holidays
Benefits:	See http://devinit.org/working-with-us/working-for-us/

Application details

Your CV (no more than 2 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: Connie Fitzgerald (Human Resources Officer) at HR@devinit.org, quoting ref: Interim Content and Publications Officer 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: 4 January 2018

Interviews: ASAP

Early applications are highly encouraged; we will be reviewing submissions as they arrive in order to start the interview process as soon as possible after the 4th January 2018.

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.

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: <http://devinit.org/working-with-us/vacancies/>