



# Content & Publications Officer

Bristol, UK

# About Development Initiatives

Development Initiatives applies the power of data and evidence to build sustainable solutions.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibly and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people's skills, expertise and confidence in data.

And we support partners to:

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

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In the last five years alone our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.

# Content & Publications Officer

## Role content and purpose

This role sits within the Communications team and involves managing editorial and production processes for DI's print and digital outputs. The postholder maintains brand integrity and ensures delivery of high-quality and effective materials to DI's audiences.

The role requires a keen eye for detail and strong organisational skills, as well as a motivation to champion the principles of clarity and accessibility and publishing best practice.

This role reports to the Content Strategist & Managing Editor and works alongside colleagues in the UK, US and East Africa, across all DI products and platforms.

## Contractual details

Start date:	As soon as possible, depending on notice period
Length:	Fixed-term, 6 months
Location:	DI's Bristol office at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK
Salary:	£24,000–£28,000 per annum, depending on experience
Hours:	35 hours a week
Probation:	1 month
Leave:	25 days pro rata, plus all bank/public holidays

We are experimenting with a blended approach to home and office working and so are flexible on your location, provided that you are based within the UK and can visit our offices in Bristol on a regular basis.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

This role was first advertised on 7 October 2021.

## Duties and responsibilities

### Technical duties

#### Production

- Manages production processes, ensuring project tasks are delivered to agreed specifications and deadlines, by:

- Supervising both internal and external stakeholders, including suppliers (e.g. designers, printers, translators) and all parties involved in production (e.g. authors, reviewers and those signing off content)
- 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
- Overseeing the Publications inbox and calendar alongside other members of the Communications team.

### Digital

- Manage website content by:
  - Developing, maintaining and uploading content using Wagtail
  - Writing and updating static content pages
  - Ensuring content is appropriately categorised, tagged and SEO optimised
  - Ensuring content is uploaded on time and presented correctly
  - Moderating content to ensure consistency and quality across the site
  - Collaborating with website developers and other technical experts to identify and resolves bugs and other issues with the website on an ongoing basis to facilitate best possible user experience.

### Editorial

- Ensure high standards across all our outputs (briefing papers, reports, factsheets, discussion papers, web copy, blogs, infographics and multimedia content) by:
  - Offering feedback on structure, tone and accessibility
  - Copyediting and proofreading
  - Reviewing page design and layout, formatting and re-templating
  - Supporting colleagues in using MS Office templates (Word, PowerPoint and Excel), and DI house style
  - 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 that meet image guidelines and obtaining copyright permissions
  - Supporting with online events as required
  - Designing, conceptualising and commissioning 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 one-to-one meetings and performance management appraisals
- Maintain professional development and personal development plans
- Be willing and committed to take on new work as and when required and to 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 two years' experience of copy editing and proofreading
- Skills creating and interpreting graphics, infographics and interactive infographics (designing, conceptualising or commissioning)
- Experience using web content management systems such as Wagtail
- Experience of content creation (writing, rewriting and repurposing copy)
- Experience of editorial management/production (managing internal publishing processes, commissioning and managing external suppliers such as editors, designers and printers).

##### **Desirable**

- Running webinars or comparable online events.

#### **Knowledge**

##### **Essential**

- Demonstrable knowledge and understanding of publishing techniques.

##### **Desirable**

- Good working knowledge of readability and web accessibility
- Interest in the latest digital trends that could enhance content interaction and user experience.

## Skills and abilities

### Essential

- Advanced layout/formatting skills using MS Office (primarily Word and PowerPoint)
- Ability to understand complex issues or data and articulate these in a simple, compelling way
- Excellent written communication skills with keen eye for detail
- Ability to build strong relationships with colleagues, external stakeholders and suppliers
- Ability to work under pressure and manage a varied workload yet deliver on time with accuracy.

### Desirable

- Intermediate formatting skills using MS Office Excel
- Excellent organisational and production management skills
- Basic design skills using the Adobe Suite (InDesign, Illustrator, Photoshop).

## Education

### Essential

- Undergraduate degree or equivalent.

## Personal attributes

### Essential

- 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.

## 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](#). Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

## 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.

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.* It's a well-used saying, but at DI 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, so it makes sense that the better our employees are, the more effective we will be. 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 and 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
- A free gym within the office building
- 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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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.

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