

content & publications officer (part time)

Bristol, UK

# About Development Initiatives

Development Initiatives (DI) is an international development organisation that focuses on putting data-driven decision-making at the heart of poverty eradication.

Our vision is a world without poverty that invests in human security and where everyone shares the benefits of opportunity and growth.

We provide rigorous information to support better decisions, influence policy outcomes, increase accountability and strengthen the use of data to eradicate poverty.

“At DI we constantly strive to make the best contribution we can to ending poverty, building resilience and ensuring that no one is left behind. We know that good data is essential to successfully and sustainably end poverty. We use our specialist expertise in data to bring forth information about people in poverty, where financing is going, what’s working, and whether those in greatest need are reached. We also play a role in improving the openness, quality and use of data. This is crucial for resources to be used effectively to address poverty and ensure that everyone is being counted.”

Harpinder Collacott, Executive Director, Development Initiatives

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## Role profile and purpose

As Content & Publications Officer at DI, you will be well-organised and adept at working in a busy, hands-on role. You will be a key member of the Communications team, managed by our Content Strategist & Managing Editor, with shared responsibility for house style, maintaining brand integrity, and ensuring the highest quality of editorial control across all our outputs.

You will have a passion for clarity, accessibility, and publishing best practice, and be great at making sure these elements are consistently present across everything we do. In the role, you will bring print and digital products to life that take the important content we produce on poverty eradication and development finance, and ensure it is presented in a compelling way to our target audiences. Working closely with internal stakeholders across DI’s locations, as well as our external suppliers, you will have excellent communication skills and a knack for writing clear design briefs.

## Duties and responsibilities

### Technical duties

#### 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
  + Overseeing the Publications inbox and calendar

#### Digital

* Manage website content by:
  + Developing, maintaining and uploading content using Wagtail and WordPress
  + Writing and updating static content pages
  + Ensuring content is appropriately categorised, 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
  + Leading on 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 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

## Person specification

| Area |  | Essential/ desirable |
| --- | --- | --- |
| Experience | * 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 and WordPress * Experience of content creation (writing, rewriting and repurposing copy) * Running webinars or comparable online events * At least two years’ experience of editorial management/production (managing internal publishing processes, commissioning and managing external suppliers such as editors, designers and printers) | E  D  E  E  D  E |
| Skills and abilities | * 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, clients and suppliers * Ability to work under pressure and manage a varied workload yet deliver on time with accuracy * Intermediate formatting skills using MS Office Excel * Excellent organisational and production management skills * Basic design skills using the Adobe Suite (InDesign, Illustrator, Photoshop) | D  E  E  E  E  E  E  D |
| Education | * Undergraduate degree or equivalent | E |
| Knowledge | * Demonstrable knowledge and understanding of publishing techniques * Good working knowledge of readability and web accessibility * Interest in the latest digital trends that could enhance content interaction and user experience | E  D  D |
| Personal attributes | * 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 | E  E  E |

## Contractual details

Start date: Immediately

Location: DI’s Bristol office at North Quay House, Quay Side, Temple Back, Bristol, BS1 6FL

Length: Permanent

Salary scale: £24,000–£28,000 pro rata, per annum, depending on experience

Hours: 3.5 days a week

Probation: Twelve 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: Content & 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: 5 April 2020

Interviews: w/c 14 April 2020

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 closing date.

## 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.

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

## Working together

“People are our greatest asset” – it’s a well-used saying, but 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, so it makes sense that 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 (empowering, transparent, impartial, innovative, agile, quality), 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.

So, what else do we offer?

|  |  |  |  |
| --- | --- | --- | --- |
|  | UK | US | East Africa |
| 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 | √ |  |  |
| Medical Insurance |  | √ | √ |
| Paid study leave and financial support | √ | √ | √ |
| Paid professional membership fees | √ | √ | √ |
| Buy/sell holiday scheme | √ | √ | √ |
| Cycle to work scheme | √ |  |  |
| 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) | √ | √ | √ |

The Bristol office is only 5 minutes from Temple Meads train station and 10 minutes from Bristol city centre and we offer free parking (on a shared rota) for those members of staff who cannot cycle, walk or use public transport.