



Communications Officer

Bristol, UK

About Development Initiatives

Development Initiatives (DI) 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:

1. Better respond to people's needs through improved quality and use of data and evidence in policymaking
2. Improve the quantity, quality and coherence of public finance and private investment
3. 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.

Communications Officer

Role content and purpose

This is a new role in a growing team that will help DI deliver greater impact through our communications strategies and campaigns. You will be adept at writing concise and impactful copy and comfortable using digital platforms and channels to deliver compelling content and messages that drive high engagement with target audiences.

The role will work almost exclusively on the Global Nutrition Report (GNR), supporting the GNR's Communications Lead (Senior Communications Officer) in delivering the programme's ambitions to accelerate progress in the fight against global malnutrition.

Contractual details

Start date:	As soon as possible, depending on notice period
Duration:	Full-time, fixed-term contract until the end of 2023
Location:	This role is based in DI's Bristol office, located at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK
Salary:	£25,000–£29,000 per annum, depending on experience
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

Duties and responsibilities

Technical duties

- Manage social media channels and support the delivery of promotional campaigns across digital channels.
- Maintain and update website pages.
- Conduct social media updates and monitoring, and develop content for social media platforms.
- Undertake ongoing monitoring of communications channels and the website, and produce digital analytics reports to support increased engagement with content and messages.
- Monitor media citations and log through monitoring and evaluation systems, and prepare reports for internal and external clients.
- Undertake outreach for guest-authored blogs.
- Pitch blogs or other items for publication on different online platforms.
- Source images and graphics, and handle permissions and copyright.
- Draft and lay out mailings (newsletters, updates) and coordinate their review and approval.

- Support the delivery and maintenance of good internal communications and information sharing internally.
- Participate in project meetings to ensure the participation and presence of communications and provide feedback to colleagues as needed.

General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and 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 taking on new work as and when required and be proactive.

Person specification

Experience

Essential

- A communications background; previous experience working in digital communications.
- At least two years' practical communications experience.

Desirable

- Upper second-class honours degree in a relevant field (politics, development, economics, communications).
- Experience working in a not-for-profit organisation or agency.
- Experience working in international development.

Skills and abilities

Essential

- Able to work independently under supervision.
- Able to work to strict deadlines and under pressure.
- Highly organised and able to manage complex and multifaceted projects involving internal and external stakeholders.
- Excellent communicator who can overcome challenges of working with colleagues in different countries and across time zones.

Knowledge and technical competencies

Essential

- Skilled in writing for a range of audiences, including writing for web and summarising technical and complex content into non-specialist language.
- Ability to use social media to drive interaction with content and messaging.
- Strong knowledge of Google Analytics, with the ability to extract a wide range of data with minimal support.
- Curating and writing communications content such as blogs, newsletters and press releases.
- Using website content management systems such as WordPress or Wagtail.
- Developing and delivering communications plans.
- A strong interest or experience in website 'user experience' pathways or in digital strategy.

Desirable

- Managing e-newsletter platforms (preferably using a platform such as MailChimp) and managing contact lists.
- Knowledge of malnutrition, hunger or diet-related diseases or a cross-cutting sector (agriculture, health systems etc).
- Ability to produce digital analytics reports that provide insight into digital performance and offer ways to improve user experience and content interaction.
- Working with a range of online content platforms, including YouTube and Flickr.
- Communications work in a range of different countries and contexts.
- Administrating or using a company intranet (such as SharePoint).

Personal attributes

- Diplomatic and able to work with a wide range of personalities at varying levels of seniority.
- Reasoned and willing to pause and gather information before reacting to incoming information (especially applied on social media).
- Passionate about social justice and able to see the bigger picture and the contribution their work makes.
- Reflexive and able to respectfully give and receive feedback.
- Persevering and flexible; willing to rework ideas and go back to the drawing board to accommodate new information or a shift in direction.

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.

Closing date: Sunday 27 June

First interviews: Between 7–16 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.

DI 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. You often hear it said, and 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. 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 (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness. We 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
- Buy/sell holiday scheme
- Cycle to work scheme
- 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).