

## International Aid Transparency Initiative (IATI) Communications Adviser, UK

### About Development Initiatives:

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 an 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 driving change.

### About IATI:

The International Aid Transparency Initiative (IATI) was launched in 2008 to offer a way for providers of development cooperation (governments, multilaterals, foundations, NGOs and the private sector) to publish data in a standardised, open format to meet the information needs of developing country governments and other data users. Since 2011 over 340 organisations have published data to the IATI Standard.

IATI is hosted by a five strong consortium – UNDP, UNOPS, the governments of Ghana and Sweden and Development Initiatives. DI's role is as technical lead, meaning we manage the IATI Standard itself and support organisations to publish data. Additionally, we have now taken on responsibility for communications within the hosting consortium.

### Purpose:

Working in the IATI Team and reporting to the Aid Transparency Programme Manager, the post holder will contribute to the outreach goals of IATI by leading the development and management of a range of communications materials and projects.

### Content:

The role will involve developing and implementing a communications strategy, as well as producing materials that target IATI's key audiences, leading the development of the IATI Annual Report, managing our social media strategy and accounts, providing communications support to key external and internal events, and writing and updating content for the IATI website and e-newsletters. The post holder may be called upon to manage the process of developing a new website (front and back end) if funding permits.

---

## Person specification

### Education/qualifications

- At least five years of communications experience. Experience of working for a think tank, in the international development sector or in politics is desirable;

- Degree in a relevant field (such as politics, international development, communications or marketing) is desirable;
- Experience working in a policy environment is desirable.

### **Knowledge/technical competencies**

- Proven ability to develop and deliver outcomes focussed strategic communications plans which incorporate digital approaches and align with/amplify policy and engagement objectives;
- Ability to conduct audience segmentation and profiling to ensure content is appropriately packaged and targeted to achieve desired impact;
- Experience targeting senior officials to persuade, inform or advise on key issues to facilitate in the delivery of organisational objectives;
- Extensive experience of writing short, accurate and impactful communication materials (case studies, web pages, press releases, newsletters);
- The ability to understand complex issues (including those related to data, statistics, financial flows and technology) and articulate these in a simple, easy-to-read way;
- Ability to write and place op-ed pieces in the international development media and online outlets;
- Ability to manage web content;
- Knowledge of WordPress would be an advantage;
- Experience of producing corporate materials such as annual and progress reports or promotional leaflets.

### **Personal skills/qualities**

- A self-starter with a 'can do' attitude who is able to work independently with minimal support but who can also work well in a team environment;
- Sparky, energetic and dynamic interpersonal skills with the ability to build strong and lasting relationships with stakeholders, clients and colleagues;
- Excellent written and spoken English and the ability to communicate clearly;
- Ability to work under pressure and deliver on time with attention to detail and accuracy
- Ability to work innovatively and recognise, create and seize opportunities;
- Ability to drive through ideas, policies and new approaches while taking people with you;
- Ability to work with a broad range of individuals and organisations from different contexts and backgrounds;
- An understanding of the sensitivities required to work in a multi-stakeholder initiative.

---

## **Duties/Responsibilities**

### **Technical duties**

- Develop and deliver a communications strategy to reach IATI's stakeholders, including managing social media strategy, web content and materials;
- Project manage the production of the IATI Annual Report and develop and update progress profiles and success stories online;
- Provide communications support and input for key internal and external events that IATI is either running or inputting into;
- Develop up-to-date, tailored materials for funders, partners and other stakeholders;
- You may also be required to carry out other reasonable duties and responsibilities from time to time.

### **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 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 needed and to be proactive.

---

### Contractual details

Start date: September / October 2015  
Location: Bristol or London, UK  
Salary: £30,000 to £35,000 per annum  
Hours: 35 hours per week  
Probation: 3 months  
Leave: 25 days plus all UK bank/public holidays  
Benefits: See DI website: [Working with us](#)

---

### Application details

Please email your CV (no more than two sides of A4) and covering letter (no more than two sides of A4), detailing your skills, experience and how they relate to the role profile, to Jane McNeil (HR Manager) at [HR@devinit.org](mailto:HR@devinit.org), quoting ref: *IATIComms* in the email subject line.

Please include in your letter your salary expectations, notice period/available start date and where you saw the job advert.

**Closing date:** Sunday 6 September 2015  
**Interviews:** Friday 11 September 2015

---

### 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 four 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 website at [www.devinit.org/about/working-us/](http://www.devinit.org/about/working-us/)