

Interim Director of Engagement and Impact, Bristol (Aug – Jan 2016)

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 drive change.

Purpose: The Director of Engagement and Impact is responsible for ensuring DI continues to achieve its outcomes through effective and clear engagement and communications and is able to track and articulate its overall impact.

DI does not advocate but presents objective, no spin, data, information and analysis to inform and assist decision-makers, as well as make it available for wider use by the development community in their work. The Director of Engagement and Impact will need to tread this tightrope carefully and ensure DI is working with its key stakeholders to ensure data and information is reaching those who need it most and contributes to evidence-based decisions to end poverty.

Content and Programme: Reporting to the Executive Director, the post-holder will be responsible for delivering the vision for how DI engages with key partners nationally and internationally to realise our vision to end poverty by 2030. This includes playing a leading role in communicating with and informing key decision makers and opinion formers about the way they use and implement policies using high-quality and objective information relating to poverty. The post holder will also be responsible for leading the organisation's information programme ensuring that data is open, accessible and useful for our target audience and informs their policies and practice.

The post-holder will be responsible for managing key staff in the engagement and communications team, impact team and also the information programme team. They will also work with the Executive Director, along with other Directors, to communicate and implement DI the policy priorities across the organisation and ensure these are effectively reflected in all research, engagement and communications material.

The post-holder will be required to represent DI externally, requiring the flexibility to travel sometimes at short notice. They will work closely with the other Directors of DI to provide a leadership role within the organisation and provide sound financial and organisational oversight across the organisation.

The Director will be required to work with the Executive Director and other Directors to develop systems and processes to embed clear communication and messaging best practice across the organisation, improve the ability of DI to measure its impact and ensure appropriate planning and delivery occurs across programmes in order that we are able to meet and exceed our targets.

Person specification

Education/qualifications

- Educated to degree level preferably with a postgraduate qualification or equivalent. A qualification or demonstrable experience in international relations, conflict and insecurity, law, politics, or development studies is desirable but not essential. (If these or similar qualifications are not met, then evidence of suitable alternatives must be provided).
- Up to 10 years' practical experience in engagement and communications (within development an advantage). Familiarity with institutions, mechanisms and a wide range of actors across the development sector.
- Familiarity with monitoring, evaluation, impact assessment value for money and the reporting of these areas both internally and to external audiences would be a significant advantage

Knowledge/technical competencies

Essential

- Highly experienced at developing and implementing an engagement and communications strategy (integrated traditional and digital media) including disciplines associated with marketing, PR and press campaign activity, especially related to defining stakeholder needs and designing communications aligned to this.
- Highly experienced advocate, preferably but not necessarily in the international development environment, especially at a senior level.
- Ability to manage stakeholder information and make the most of contacts and opportunities
- Exceptionally talented and experienced personal communicator/influencer both in 1:1 settings and in group settings/presentations.
- Ability to lead and manage data/business analysts to produce compelling reports, presentations and engaging materials that inform choices and decisions of key stakeholders
- Experience of rigorously assessing progress and impact, of drawing key messages about value for money from evidence and of presenting this information externally as well as applying it internally.
- Experienced at sourcing and managing a range of outsourced agency relationships (ideally in both North and South settings), especially on projects/activities with international and co-dependent objectives e.g. Communications, Design, Digital, PR, Evaluation agencies.
- Strategic clarity: can define and help people see DI's role as 'objective' without being 'campaigning'
- Highly numerate communicator who can engage with statistical analysis with ease.
- Excellent written and spoken English is essential with strong attention to detail, the ability to communicate succinctly, accurately and rigorously, using evidence persuasively.
- Ability to oversee the communication of complex data through graphics visualisation.
- Fluency in languages would be a significant advantage
- Advanced skills in MS Office, including excel.
- At least 2 years experience of managing large teams and departmental budgets

- Excellent at communicating complex issues accessibly and able to work with highly technical stakeholders to achieve DI's outcomes.

Desirable

- Experience of managing people in global locations
- Experience of developing data visualisations and/or infographics for communication
- Experience of senior management within an organisation preferably at a Director level
- Knowledge gained from having worked within a government, political office, a political institution or regional/global body and thereby having an understanding of how policy is made and the information requirements of the staff within these institutions
- Experience of working in the setting of a developing country implementing engagement and/or communications strategies
- Knowledge of the Open Data Community

Personal skills/qualities

- Highly politically astute.
- Outstanding listener: must be able to understand and see 'where people are coming from' in order to engage appropriately.
- A true believer that 'information is power' and prepared to be an evangelist for this mantra.
- Never accepts 'Can't be done' as a first answer.
- Relentlessly positive without being foolhardy and blind to reality.
- Can turn complex information into simple, compelling messages that people can remember, use and be motivated by.
- Excellent ability to work internally with a wide variety of colleagues to ensure the research agenda and the engagement agenda meet seamlessly to achieve the organisation's priorities.
- Exceptional interpersonal and networking skills coupled with the ability to build strong and lasting relationship with stakeholders, clients and colleagues.
- Motivational people manager who truly believes in building teams of high performing individuals and knows what it takes to do this in a rounded and people-centred way.
- A self-starter who can work independently with minimal support but can also work in a team environment
- Flexibility and willingness/ability to travel
- Strong diplomatic skills and clear evidence of capacity to see and prioritise the big picture in terms of how poverty elimination is dealt with as a global priority
- The confidence to use data, analysis and evidence to challenge political, financial, business, social and economic orthodoxies

Duties/Responsibilities

Technical duties

- Contribute to the development and implementation of the DI strategy, specifically supporting the Executive Director to achieve the policy priorities of the organisation through engagement and communications

- Develop programme specific engagement and communications strategies (including digital communications) with the programme leads to ensure that DI outputs lead to outcomes
- Work with the Directors to provide organisational management support to the Executive Director
- Represent the organisation externally, confidently presenting DI research as required to ensure DI's work informs development discussions and discourse; and specifically represent DI on the International Aid Transparency Initiative (IATI) Steering Committee
- To take the lead within DI in ensuring that all our work is regularly monitored, rigorously evaluated, assessed for impact on poverty as well as value for money
- To take the lead in ensuring that DI works transparently as an organisation, and is seen to be practising what it preaches on transparency.
- To play a key role in the strategic direction of DI as part of the senior management team, including overseeing budgets and operating plans, work plans and capacity planning for areas within their remit. This includes creating and monitoring departmental KPI's and regular reporting against the plans.
- To forecast, manage and take actions to minimise risks to projects and programmes.
- You may also be required to carry out other reasonable duties and responsibilities from time to time as may be assigned.

General responsibilities

- 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

Management duties (if applicable)

- Directly line manage 6 staff (conducting 1:1 meetings, appraisals, setting objectives and personal development plans)
- Manage contractor relationships (setting Terms of Reference, managing performance)
- Contribute at management meetings and provide monthly updates as required to the Executive Director and the Non-Executive Directors
- Oversee departmental budgets along with the programme leads
- Take responsibility for health, safety and security obligations for team members

Contractual details

Start date:	ASAP
Location:	Bristol
Salary:	£60-65,000
Hours:	35 hours per week
Probation:	3 months
Leave:	30 days plus all bank/public holidays (as appropriate for Country)
Benefits:	Refer to web page

Application details

Your CV (no more than 3 pages) and covering letter (no more than 2 pages) which should detail your skills experience and how it relates to the role profile, should be emailed to: Jane McNeil (Human Resources Manager) at HR@devinit.org, quoting ref: DirE&I 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: 19th June 2015

Interviews: 30th June 2015

Other

Our offices are fully accessible and 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 4 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 web page at www.devinit.org/about/working-us/