

## Content and Publications Officer, Bristol

Development Initiatives' vision is a world without poverty that invests in human security and where everyone shares the benefits of opportunity and growth. Our mission is to ensure that decisions about the allocation of finance and resources result in the end of poverty, increase resilience and security of the world's most vulnerable people, and ensure no one is left behind. We work to make sure these decisions are underpinned by objective and transparent data and evidence, and lead to increased accountability and sustainable long-term outcomes.

DI works to increase and improve data quality, to make data and information accessible and relevant to inform decision making. We work alongside partners and policymakers to identify sustainable solutions to the problems of poverty and insecurity, the causes of crisis and impact of the environment. We provide technical expertise to increase individual and organisational capacity to use data. We work to ensure that the standard of data collection, publication and use is continuously improved to make it accurate, disaggregated and forward looking.

### Role and content

We are looking for an experienced publishing professional for a busy, hands-on role that includes creating, editing and publishing text, graphics and interactive content for digital and print publication. DI's expertise in innovative data visualisations and infographics will suit a creative person who is enthusiastic about packaging content into highly engaging products and publications.

With shared responsibility for our house style, the post-holder will champion the principles of clarity and accessibility, adhering to best practice and using feedback from internal and external stakeholders to continually update and improve copy and content.

Working in the Engagement and Impact team, the Content and Publications Officer will work across all DI projects and platforms and report to the Senior Content and Publications Officer.

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## Person specification

### Education/training

- At least two years' experience of working in a content creation or editorial role, ideally with a subject matter relating to data (e.g. economics)
- Undergraduate degree or equivalent

### Desirable

- Experience of working for a not-for-profit organisation, or in the international development sector (or related disciplines of politics, social sciences etc)

## Knowledge/technical competencies

### Essential

- At least two years' experience of writing and editing content across digital and print, including:
  - Content creation (writing, rewriting and repurposing copy)
  - Editorial (copyediting and proofreading)
  - Editorial management/production (managing internal publishing processes, commissioning and managing external suppliers)
- Ability to understand complex issues or data and articulate these in a simple, compelling way
- Demonstrable knowledge and understanding of publishing techniques
- Advanced layout/formatting skills using MS Office products (Word, PowerPoint, Excel)

### Desirable

- Experience using web content management systems such as WordPress
- Skills creating graphics, infographics and interactive infographics (designing, conceptualising or commissioning)
- Basic design skills using the Adobe Suite (InDesign, Illustrator, Photoshop)
- Digital/multimedia content creation (engaging online audiences through compelling visuals/audiovisuals and a sound understanding of writing for the web)
- Good working knowledge of readability and web accessibility
- Interest in the latest digital trends that could enhance content interaction and user experience

## Personal skills/qualities

- Excellent written communication skills with the ability to understand the needs of a range of audiences
- Excellent organisational and project management skills
- 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
- 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
- Highly numerate, methodical and rigorous
- Motivated, proactive and flexible

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## Responsibilities

### Content

- Enable the delivery of effective, audience-focused materials by:
  - Copywriting and repurposing content for different channels and audiences
  - Sourcing images for the web and obtaining copyright permissions
  - Supporting the development of graphics, infographics, interactive visualisations and multimedia content

### Editorial

- Ensure consistent high standards across all our outputs (briefing papers, in-depth reports, factsheets, web copy and data blogs) 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 DI brand(s)
- Maintaining the DI house style guide and other editorial guidelines

### **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, designers, printers and translators)
  - Commissioning work (from the above parties) to a clear, agreed brief and within a timeframe and budget
  - Scheduling and tracking progress

### **Digital**

- Manage website content by:
  - Developing, maintaining and uploading content using WordPress
  - Writing/updating static content pages
  - Ensuring content is appropriately categorised and tagged and site sections are appropriately cross-linked
  - Ensuring new content is uploaded on time and presented correctly
  - Migrating content from other sites as appropriate

### **Organisational**

- Provide support to peers and junior team members, for example when devising production schedules
- Manage and maintain a database of suppliers (agencies and freelancers): maintain existing relationships; source new suppliers

### **General responsibilities**

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of DI policies and procedures and legal requirements in relation to personal conduct
- Prepare for and engage in 1:1 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 being proactive

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### **Contractual details**

Start date: ASAP  
 Duration: Permanent  
 Location: DI's Bristol office  
 Salary scale: £25,000–£28,000  
 Hours: 35 hours a week  
 Probation: 3 months  
 Leave: 25 days plus all bank/public holidays  
 Benefits: See <http://devinit.org/#!/about/working-for-us>

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## Application details

Your CV (no more than 3 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: Jane McNeil (Human Resources Manager) at [HR@devinit.org](mailto:HR@devinit.org), quoting ref: 'Content and 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: 24 January 2016

First interviews: week commencing 1 February

Second interviews: To be advised

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## Other

We welcome applications from all sections of the community.

We have a duty to ensure potential employees have the right to work in the country in which the post is based: please provide evidence of your right to work. We cannot offer sponsorship for a work permit/visa application.

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, see <http://devinit.org/#!/about/vacancies>