



Job description

Head of Communications (maternity cover, 8 months fixed-term contract) – Bristol, UK

Salary: £38–40,000 pro rata

Development Initiatives is looking for an experienced communications professional with top-notch team management skills and excellent knowledge of the fast-moving international development sector.

We're seeking someone who is passionate about the crucial role data needs to play in driving poverty reduction and sustainable development. As a maternity cover role, we need a real team player who can hit the ground running and quickly form excellent working relationships with colleagues.

You'll also need a good understanding of brand management. Development Initiatives (DI) rebranded in January 2017, and so a key aspect of the role will be embedding the brand and bringing it to life! Marketing skills would be a bonus, as DI is seeking to grow its consultancy offer.

About Development Initiatives

DI's 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 support decision-makers and others to make sense of existing data on poverty, vulnerability and crisis, and the resources available to address them. We create innovative technical solutions to improve data quality, make it more accessible and useable, and build the capacity of others on data collection, publishing and use. We also hold a number of strategic partnerships based on the shared commitment that transparent, reliable, disaggregated and timely data has a vital role to play in contributing to the end of poverty. We have a global presence spanning the UK, the US, East Africa, South Asia and Brazil.



Job overview

The post-holder will oversee the Communications Team and be a member of the Leadership Team, reporting to the Executive Director. The communications function covers media, digital, brand, publications and editorial, and internal communications. The role will involve management of a team of four, with three direct line reports – Communications Officer, UK; Managing Editor, UK and Web Developer, Uganda. There will also be 'dotted line' professional support responsibility for the IATI Communications Adviser.

Person specification

Education/qualifications

Essential:

- Degree in a relevant field (such as politics, economics, international development, communications)
- At least six years of communications experience, working at a managerial level
- Experience of working in, or excellent knowledge of, the international development sector
- At least two years' experience of directly managing staff

Desirable:

- Experience of working in policy or marketing

Personal skills/qualities

- Exceptional interpersonal and networking skills coupled with the ability to build strong relationships with stakeholders, journalists, clients and colleagues
- Strong political intuition and astuteness
- Ability to work under pressure and manage a varied and often-challenging workload
- Motivational people manager who truly believes in building teams of high-performing individuals
- Good at engaging with peers and seniors to bring new ideas to the table and build support for communications across the organisation
- An excellent understanding of what good leadership entails and how to put these principles into practice
- A self-starter with lots of initiative who can work independently with minimal support
- Excellent listener – positively engages in dialogue and feedback from colleagues and others
- Excellent organisational and project management skills
- Proactive, willing and committed to taking on new work as and when required



- A true team player who is willing to step up and be hands-on when needed, while always seeking to empower and skill-up team members
- Excellent communication skills, including experience of working effectively across cultures and with diverse audiences, both verbally and in writing
- Ability to work under pressure yet deliver on time with attention to detail and accuracy

Knowledge/technical competencies

Essential:

- Extensive experience of devising, implementing and evaluating effective and impactful communications strategies
- Experience of building, maintaining and delivering integrated content plans to drive coherent and impactful corporate communications
- A good understanding of the global international development policy environment
- Strong network of connections with international journalists, news outlets and online news sites, and proven experience of selling in and responding to journalists to secure coverage
- Excellent understanding of brand
- First-class written and verbal communication skills, including writing for a wide variety of professional audiences across the full media mix and articulating complex information in a simple, easy-to-read way
- Experience of managing a team
- Experience managing large, complex projects involving multiple stakeholders
- Experience of budget planning and management
- Excellent understanding and experience of monitoring, evaluation and impact (MEI) measurement of communications tactics and outputs
- Website management and user experience, and ability to manage digital projects

Desirable:

- Understanding of the East African media landscape and political context
- Experience managing at a distance
- Experience of working on issues relating to data on poverty and development resource flows
- Knowledge and experience of commissioning large design and print projects
- A good understanding of the international development policy environments in any of the UK, the US, the Middle East and Brazil

Duties and responsibilities

Strategic scope

- Management of the Communications Team, ensuring its continuing development and relevance to DI's strategic priorities



- Input into organisational strategic documents and application of strategy
- A member of the organisation's Leadership Team, and as such responsible for supporting the team to engage with the communications function and supporting the implementation of the overall strategy

Technical duties

- Lead on the overall strategy, management of staff and budget for communications
- Develop and promote DI's brand to strengthen the external positioning of DI
- Manage an ongoing programme of media work to proactively seek out appropriate stories, produce media releases and build and maintain direct and regular contact with the media to build DI's global presence
- Develop and maintain positions on key issues relating to DI's work for external audiences
- Oversee and optimise DI's digital offering, including websites and social media networks
- Undertake continuous internal and external environment scanning and stakeholder analysis, including identification of media and communications opportunities
- Oversee MEI on communications activities
- Oversee the internal communications function

Organisational responsibilities

- Facilitate the integration of organisational plans and activities to drive coherent and impactful corporate communications
- Develop, deliver and evaluate effective communications strategies across DI's projects and the organisation as a whole
- Provide communications advice on implementation of the organisational strategy
- Implement and manage strategic projects and activities in line with DI's vision, mission, values and goals
- Assist in the development of new projects and the identification of new and emerging opportunities
- Manage the communications budget across all projects
- Represent DI externally on communications
- Work across teams to manage capacity, provide quality assurance on area of expertise and ensure delivery of content within budget and on time
- Demonstrate creativity in applying solutions

Management duties (if applicable)

- Lead and motivate team members
- Provide professional support to the IATI communications adviser
- Oversee the management of the Communications Team and ensure continuing development and success in achieving DI's strategic priorities



- Manage a team of 4 staff (conducting one-to-one meetings, appraisals, setting objectives and personal development plans)
- Ensure line reports are delivering to a high standard across their objectives, and performance managing or up-skilling if and when appropriate
- Manage contractor relationships (setting terms of reference, managing quality)
- Take responsibility for and manage a budget for the communications function
- Provide leadership and motivation to team members
- Contribute at team meetings and provide updates at Leadership Team meetings
- Take responsibility for health, safety and security obligations for team members

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
- 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

Contractual details

Start date: 3 April 2017
Location: Bristol, UK
Hours: 35 hours per week
Probation: 3 months
Leave: 25 days plus all bank/public holidays
Benefits: Refer to <http://devinit.org/working-with-us/working-for-us/>

Application details

Your CV (no more than 3 pages) and covering letter – which should detail your skills and evidence of experience, and how they relate to the job description – should be emailed to HR@devinit.org, quoting ref: Head of Communications 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: 10 February 2017
- Interviews: w/c 20 February 2017
- Appointment: 24 February 2017
- Start date: 3 April 2017



Other

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 welcome applications from all sections of the community.

We are unable to offer sponsorship for a work permit/Visa application.

Due to the volume of applications that we receive, we regret to say that we will be unable to acknowledge receipt of your application. If you do not hear from us within 4 weeks of the closing date, please assume that your application has been unsuccessful.