Application pack
Senior Communications Officer

Ref.: CREN/05/19
Location: London
Closing date: Sunday, 27 October 2019

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Candidates are strongly advised to study ODI’s activities and objectives before completing an application form. Further information can be found on [odi.org](http://odi.org).

**An introduction to ODI**

**Who we are**

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of *evidence* and *ideas* through research and partnership to confront challenges, develop solutions and create *change*.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

**What we do**

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

**Our guiding principles**

We are **independent** and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.

At a time when the world is faced with complex dilemmas, **innovation** will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.

We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.

ODI exists to have real **impact** for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.
Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.

Our values

Independence
Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.

High quality
We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.

Fairness, diversity and equality
We treat all staff and partners fairly and with respect.

Working together
We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.

Transparency and accountability
We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.

Sustainability
We use resources in a sustainable way, conscious of our impact on the environment.
Job description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Communications Officer</th>
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<tbody>
<tr>
<td>Grade:</td>
<td>4</td>
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<tr>
<td>Programme/Department:</td>
<td>ODI</td>
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<tr>
<td>Responsible to:</td>
<td>Communications Manager, dotted line to Programme Development Manager</td>
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<td>Responsible for:</td>
<td>N/A</td>
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Purpose of job

To increase the impact of ODI’s research through the coordination and delivery of first class public affairs and communications activities on governance, innovation and learning.

Main duties and responsibilities

This post aims to increase the impact of ODI’s research through the coordination and delivery of public affairs and communications (PAC) activities on governance, innovation and learning.

The main duties and responsibilities for the initial 2-3 years are linked to the delivery of three large projects on adaptive management and public sector reform:

- The Global Learning for Adaptive Management (GLAM) initiative is a globally networked learning alliance that aims to actively identify, operationalise and promote rigorous evidence-based approaches to adaptive management.
- LearnAdapt is a collaboration between DFID, ODI and Brink, to explore how to manage adaptive development programmes better. It draws on approaches from the development and tech sector including adaptive management, agile ways of working and lean start-up.
- The Learning, Evidence and Advocacy Partnership II (LEAP II) aims to support and document learning of a large governance programme in Nigeria and communicate these and wider lessons on public sector reform to produce results.

The position will support ODI’s efforts to inform and influence governance, innovation and learning agendas more broadly – ensuring that our PAC activities are strategic, coordinated and more than the sum of their (project-based) parts.

Drive influence/impact on governance, innovation and learning themes, develop and coordinate effective communications outputs and activities for three multi-year projects (85%)

- Regularly horizon-scan to identify proactive and reactive opportunities to further ODI’s reach and influence on governance, innovation and learning themes
- Build and maintain strong internal and external relationships on these themes to drive impact, coordinate common agendas and harness opportunities for policy influence
- Coordinate public affairs activities to strengthen ODI engagement at critical policy influencing moments, including international events and processes.
- Develop and implement a strategic approach to communications, work with ODI research leads and project partners (as necessary) to maximise the impact of ODI’s research. This includes conducting audience mapping/analysis; identifying/cultivating policy propositions and entry points; articulating messaging for policy-makers and practitioners
- Develop or implement a strategic approach to communications for GLAM, LearnAdapt and LEAP II, in conjunction with project team members
• Act as the main contact point for external partners of GLAM, LearnAdapt and LEAP II on public affairs and communications, supporting effective relationships management
• Work with programme and PAC colleagues to project-manage the delivery of key outputs and activities (from each project and beyond where relevant) to agreed deadlines and budget parameters – coordinating workplans, processes and timelines
• Coordinate and deliver a range of events and convening opportunities, both in the UK and in other countries, on governance, innovation and learning:
  o Proactively seek external opportunities and generate ideas to amplify research
  o Develop relationships with potential co-hosts and drive collaborative approaches to identify, attract and equip key speakers and audiences
  o Develop event concepts/propositions that articulate clearly how we will convene with impact
  o Plan effective operations/logistics to ensure delivery of smooth-running events in line with ODI institutional standards
  o Prepare presentation materials, briefing notes and develop digital event assets to support the delivery of key outputs and messages
  o Keep the Events Manager informed of planning and delivery under this theme
  o Coordinate thematic event series with wider institutional priorities i.e. ODI’s 60th Anniversary
  o Monitor, evaluate and grow audiences within the thematic portfolio
• Coordinate and work with colleagues to manage the production of publications
  o Agree-coordinate production schedules with authors and in-country partners
  o Commission (occasionally undertake) copy-editing, layout and proof-reading as required – liaising with external suppliers, project partners and ODI colleagues
  o Adher to relevant brand and style guidelines
  o Keep publications colleagues updated on outputs under this theme
• Coordinate and work with colleagues to plan digital communications for each project – including relevant websites/pages, social media channels/accounts and newsletters – and develop digital assets such as blogs, infographics and multimedia
  o Commission and create content
  o Liaise with external agencies to harness specialist expertise
  o Post content, monitor conversations and engage with followers
  o Source images for online use, handling permissions and copyright
  o Plan the dissemination and promotion of content online
  o Keep the Digital Manager updated on activities under this theme
• Effectively monitor, evaluate and learn from communications approaches
• Provide technical advice to project partners, where appropriate, on communications approaches to implement strategies, for example tools and digital products

Contribute to effective ODI public affairs and communications more widely (up to 15%)
• Support ODI’s wider work on governance, innovation and learning agendas as required, in close collaboration with the Communications Manager
• Coordinate internal communications – promoting effective coordination and information-sharing around upcoming work and key activities
• Support and advise project researchers on communications to build their capacity where necessary
• Support PAC colleagues to deliver priority outputs/activities when surge capacity is required
• Carry out other tasks as specified by project leads and the Communications Manager
## Person Specification

**Essential:**
- Demonstrable interest in governance, innovation and learning agendas or political economy approaches
- Significant experience in strategic communications – working to inform/influence policy outcomes
- Proven experience managing convening activities and events
- Practical experience in publication production/coordination and digital communications
- Excellent writing skills, and proven ability to summarise technical research in clear, compelling language
- Excellent organisational, prioritisation and project management skills
- Ability to work to strict deadlines and under pressure
- Self-starter – ability to generate plans and ideas and carry them through to completion
- Strong attention to detail
- Ability to work collegially with researchers, helping to shape research communications for target audiences
- Excellent interpersonal skills including the ability to liaise and communicate with colleagues at all levels of seniority and from different cultures
- Experience of managing relationships with external agencies and freelancers
- Ability to work on own initiative and as part of a team
- Ability to quickly pick up new softwares and tools; willingness to learn new skills
- Excellent IT and data management skills, including Microsoft Office

**Desirable:**
- Work experience in relevant agendas
- Other language skills
- Experience in managing projects
- Work experience or knowledge of West Africa

## Key relationships and contacts

- Communications Manager
- Programme Development Manager (Politics and Governance)
- Programme Manager (Politics and Governance)
- Head of Programme (Politics and Governance)
- Public affairs and communication colleagues (Events Manager, Digital Manager, Public Affairs Manager, Senior Media Officer, Senior Communication Officers, Communication Officers)
- Directors, Research Fellows and Research Officers (project-based within the Politics and Governance programme)

## All staff are expected to:

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues’ Health and Safety
- Undertake such other duties within the scope of their post as requested by their line manager, and with the possibility of moving within and across programmes.
Application process

ODI job site: [https://jobs.odi.org.uk](https://jobs.odi.org.uk)

Closing date: The closing date for receipt of applications is midnight, UK time, on: Sunday, 27 October 2019

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £34,988 - £40,573 per annum, grade 4 on ODI’s pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: Fixed-term All contracts of employment are subject to a three-month probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days’ paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: The Institute offers a contributory pension scheme with the Superannuation Arrangements of the University of London (SAUL).

www.saul.org.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Employee assistance programme: Confidential Health and wellbeing support.

Flexible working options: Support in maintaining a healthy work-life balance.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.
Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.

ODI is an equal opportunities employer.

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