



Senior Press Officer – Public Affairs and Communications

Ref.: PAC0224

Location: London based hub - with hybrid working in the UK

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ODI is an equal opportunities employer.

The ODI is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is a leading global affairs think tank. We inspire people to act on injustice and inequality. We focus on research, convening and influencing, to generate ideas that matter for people and planet.

ODI has around 200 staff, most of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

We lead thinking and agendas to deliver transformational change and bring about a global sense of resilient, just and equitable prosperity.

- 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 work

Our work addresses four key global challenges:

1. Shaping the future of global cooperation
2. Tackling the climate, environment and biodiversity crisis
3. Fostering a more equitable and sustainable global economic order
4. Advancing human rights, addressing conflict and promoting peace

Digitalization cuts across these global challenges and is also a key focus of our work. Across these themes, we explore the tools and approaches needed to enable progress and address risks.

Our values

ODI is guided by four core values. Together we are **fearless**, **inspirational**, **rigorous** and **ethical** (F.I.R.E) in all that we do.

F.I.R.E

ODI's Values-Behaviour Framework

Values

Fearless

Guiding Principles

We have the courage to take an independent perspective
We are not afraid to challenge the status quo
We are agile and prepared for change
We speak out against injustice and unacceptable behaviour

Inspirational

We are passionate about our mission and purpose
We are truly international, working in partnership to tackle issues of global and local concern
We strive for excellence and to be the best at what we do
We aim to be a positive influence for change

Rigorous

We are experts in our field
We are socially and culturally aware
We ensure high quality analysis and evidence that is robust
We facilitate the transformation of ideas to policy

Ethical

We act in accordance with our Codes of Conduct
We are zealous in our safeguarding & ethical research practices
We abide by our written rules on business ethics
We believe in transparency, openness, honesty, fairness and integrity in everything we do

Attitudes & Behaviours

- We are passionate about our mission and work as one to achieve our purpose;
- We are committed to being the best, striving for quality and excellence in everything we do;
- We work strategically and in partnership to deliver shared goals;
- We are wholehearted in working to our stated values, codes of ethics & conduct;
- We take care to work within the boundaries set by the legislature, funders, regulators and professional bodies;
- We respect and celebrate the diversity of the places and cultures in which we operate;
- We strive to be inclusive and are active in promoting a supportive work environment;
- We are proud to work for ODI, promoting the good reputation and image of the organisation, wherever we may be in the world.

Job description

Job Title:	Senior Press Officer
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Department/Programme:	PAC
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Responsible to:	Director of Communications
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Responsible for:	N/A
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Purpose of Job
To lead ODI's media strategy to build its profile among target audiences as a dynamic, global think tank.

Main duties and responsibilities
<p>Lead ODI's media strategy</p> <ol style="list-style-type: none">1. Build and maintain excellent relationships with journalists, increasing our profile and influence with policy makers, decision makers and key stakeholders. Identify moments to bring journalists closer to our work, creating opportunities for future collaborations on priority topics.2. Identify opportunities to strengthen and expand our media reach in line with our strategic objective to become a truly international organization. This will include working with communications colleagues to build the profile of our new entities, ODI Europe and ODI Global Washington DC, as well as exploring opportunities for media in countries where our research has the potential to influence positive change.3. Produce engaging press releases, media advisories, social media posts and other written content in line with ODI's brand personality and guidelines.4. Collaborate with ODI researchers to produce high quality op-eds, letters and other media commentary.5. Manage ODI's media monitoring system and provide regular updates to the senior management team and wider organisation on the performance of media work, constantly seeking to improve our impact.6. Input into crisis communications plans and brief colleagues as needed.7. Where appropriate, monitor and react quickly to opportunities presented by external events and the rolling news agenda, including drafting and pitching ODI statements, calling on the expertise of key ODI colleagues and securing media interviews for ODI experts. <p>Provide strategic guidance on media and external affairs to ODI staff</p> <ol style="list-style-type: none">8. Provide sound media counsel to staff at all levels within ODI, identifying opportunities for media engagement and building evidence of the value of media at ODI9. Provide media training and support colleagues to become spokespeople for ODI, ensuring we are able to offer a range of expert speakers in our priority areas.10. Manage key media partnerships, including the training services offered by The Conversation UK, and identify further opportunities for collaboration to build the media capacity of ODI staff.

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11. Develop and deliver bespoke media strategies for specific projects, working with researchers across the organisation to define and deliver on the intended influencing outcomes of their work.

Person Specification

Essential

- Significant experience of working in a comparable media or journalist role
- Strong existing relationships with media contacts and demonstrable experience of building relationships with journalists in the UK and internationally
- A good news sense and an in-depth knowledge of the external environment and media landscape.
- Experience of handling crisis communications strategies with sensitivity
- Excellent communicator, both verbal and written.
- Demonstrated ability to work autonomously to translate complex research and ideas into compelling messaging
- Excellent interpersonal and relationship building skills, including the ability to work with and advise senior staff from different disciplines and backgrounds.
- Confident personality, happy picking up the phone to journalists, networking with media contacts and representing ODI in front of an external audience.
- Ability to work well under pressure and respond to issues at short notice and sometimes out of hours

Desirable

- Experience of working on global issues such as climate and sustainability, economic development and finance, human rights, and migration.
- Experience of other communications disciplines

Key relationships and contacts

- Director of Communications
- Chief Executive
- Directors of Programmes
- Public Affairs and Communications team

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 may be requested by their Manager

Application process

ODI job site: <https://odi.org/en/careers/>

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 hub is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: Competitive Salary 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: Permanent 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: Generous company pension scheme. 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

Flexible working options: Support in maintaining a healthy work-life balance, e.g. part-time working, compressed hours, term-time.

Hybrid working: Working at the hub/remotely within the UK.

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

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.

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

ODI Groups: A number of social and cross-department work groups, e.g. Podcast Society, Book Club, The Anti-Racist Reading Group, Softball Team, Diversity Forum and others.

Other information

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

The hub is close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. Central location with good transport connections to all parts of London.

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



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