



# Senior Communications Officer – Public Affairs and Communications

Ref.: **PAC0424**

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

---

## Contents

<b>An introduction to ODI.....</b>	<b>2</b>
<b>Job description .....</b>	<b>2</b>
<b>Application process .....</b>	<b>7</b>
<b>Terms of employment.....</b>	<b>7</b>
<b>Additional benefits .....</b>	<b>7</b>
<b>Other information .....</b>	<b>8</b>

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](https://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

<b>Job Title:</b>	<b>Senior Communications Officer</b>
<b>Grade:</b>	<b>4</b>
<b>Programme:</b>	<b>Public Affairs and Communications</b>
<b>Responsible to:</b>	<b>Communications and Events Manager</b>
<b>Responsible for:</b>	<b>N/A</b>

<b>Purpose of job</b>
To increase the impact of ODI's research to global audiences through the management and delivery of first-class communications.
<b>Main duties and responsibilities</b>
<p><b>Events</b></p> <ul style="list-style-type: none"> <li>• Working closely with the Communications and Events Manager, support the coordination, development and delivery of ODI events, such as private round-tables, workshops, public events and conferences. This includes planning, preparation, logistics, delivery and post-event wrap-up.</li> <li>• Secure a diverse, globally influential and engaging range of speakers, contributors and chairs, and effectively brief them to produce compelling contributions and presentations.</li> <li>• Create invitation lists, send invites to select attendees and track RSVPs.</li> <li>• Compose events copy for the website and social media, ensuring events are supported and promoted online across ODI's digital channels, as well as key external platforms.</li> <li>• Collect and analyse data on events to evaluate and improve internal processes, and take a strategic, long-term approach to events, thinking about how we can maintain momentum on priority issues after an event closes.</li> </ul> <p><b>Podcasts</b></p> <ul style="list-style-type: none"> <li>• Lead on the effective planning and marketing of the Think Change podcast, working closely with ODI's Chief Executive and the Communications and Events Manager</li> <li>• Attend regular content planning meetings to maintain the podcast schedule, ensuring a diversity of content that responds to current events</li> <li>• Work closely with ODI researchers and subject matter experts to identify and secure compelling guests to feature on the podcast, and draft talking points</li> <li>• Work with the ODI Audiovisual team to edit podcast episodes and identify soundbites for use in promotion</li> <li>• Create promotional material and identify ways to grow the listener base for the podcast</li> </ul> <p><b>Digital</b></p> <ul style="list-style-type: none"> <li>• Create social media toolkits to support event/podcast dissemination,</li> </ul>

including coordinating the production of creative digital assets for our events and podcasts.

- Support the effective management of ODI's social media channels, including drafting content, horizon scanning for external engagement opportunities, monitoring conversations and engaging with followers.
- Produce SEO-friendly website content for ODI's website, using Wagtail (ODI's content management system).
- Support ODI's email marketing offer by coordinating pre/post-event mailouts and contributing ideas for the weekly ODI newsletter.
- Share internal mailouts/updates to encourage staff to champion/promote events and podcasts.

### **Contribute to effective ODI public affairs and communications**

- Promote 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.
- Line or task manage other communications colleagues as required.
- Carry out other tasks as specified by project leads and the Communications and Events Manager.

### **Person specification**

#### **Essential**

##### Experience

- Substantial experience in a comparable communications post, and of working in a communications team with multidisciplinary responsibilities (publications, digital, public affairs, media).
- Experience delivering influential corporate events.
- Experience and knowledge of social media platforms, particularly X and LinkedIn.

##### Skills

- Excellent organisational, prioritisation and project management skills (able to keep your eye on the big picture and yet retain a strong attention to detail).
- Ability to work to strict deadlines and under pressure.
- Self-starter – able to generate plans and ideas and carry them through to completion, and to work on own initiative and as part of a team.
- Strong negotiation and diplomacy skills.
- Excellent interpersonal/relationship-building skills including the ability to communicate with colleagues at all levels of seniority and from different cultures.
- Strong writing skills and ability to summarise research in clear, web-friendly language
- Good knowledge of social media, digital platforms and web content best practice.
- Excellent IT and Microsoft Office skills.

#### **Desirable**

- Experience of creating multimedia content such as infographics, video, audio, animations and photo stories.
- Experience of organising events internationally and in challenging environments.
- Experience in research communications.
- Other languages.

### **Key relationships and contacts**

- Communications and Events Manager

- 
- |  |
|--|
| <ul style="list-style-type: none"><li>• Digital Manager</li><li>• Digital Product Lead</li><li>• AV team</li><li>• Other Public Affairs and Communications staff</li><li>• Directors of programmes and researchers</li><li>• Key external stakeholders, including senior-level figures in the international affairs sector</li></ul> |
|--|

**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: £39,220 – £49,820 per annum** 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](http://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.



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.