



# Senior Communications Officer – Politics and Governance

Ref.: **PG0424**

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

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ODI is an equal opportunities employer.

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*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.

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# 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/Department:</b>	<b>Politics and Governance</b>
<b>Responsible to:</b>	<b>DoP</b>
<b>Responsible for:</b>	<b>N/A</b>

### Purpose of job

To increase the impact and reach of ODI's research and policy engagement on politics, political economy and governance through planning, coordination and delivery of first-class communications and public affairs activities.

### Main duties and responsibilities

This role is responsible for the planning, coordination and delivery of all communications and public affairs activities for ODI's Politics and Governance (PoGo) programme, in line with ODI's strategic objectives and PoGo's strategy as agreed upon with the PoGo's Director of Programme.

While the postholder will be based within the PoGo programme, they will also work with other ODI programmes and initiatives to bring coherence to ODI's wider communications on political economy, politics and governance.

This position will support ODI's efforts to understand the ways politics and power shape how policies are designed and implemented, how services are delivered, and how institutions work, notably (but not exclusively) in contexts of conflict and fragility and in relation to justice, human rights and the rule of law.

Under the Director of Programme's guidance, the postholder will ensure that ODI's public affairs and communications activities are efficiently delivered, strategic, creative and coordinated.

#### **Drive influence and impact on conflict and humanitarian research and policy engagement through developing, coordinating and delivering effective communications strategies and activities**

- Regularly horizon-scan to identify proactive and reactive opportunities to further ODI's reach and influence.
- Build and maintain strong internal and external relationships on relevant themes to drive impact, coordinate common agendas and harness opportunities for policy influence.
- Coordinate relevant public affairs activities to strengthen ODI engagement at critical policy influencing moments, including international events.

- Develop and implement a strategic and creative approach to communications for POGO's programme working with 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; and supporting effective relationships management.
- Work with programme and PAC colleagues to project and task-manage the delivery of key outputs and activities 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 POGO:
  - Proactively seek external opportunities and generate ideas to amplify research
  - Develop relationships with potential co-hosts and drive collaborative approaches to identify, attract and equip key speakers and audiences
  - Develop event concepts/propositions that articulate clearly how we will convene with impact
  - Plan effective operations/logistics to ensure delivery of smooth-running events in line with ODI institutional standards
  - Prepare presentation materials, briefing notes and develop digital assets to support the delivery of key outputs and messages
  - Coordinate with the ODI Events Manager and align with wider institutional priorities
- Build and retain target audiences, relationships and partnerships within the thematic portfolio.
- Effectively monitor, evaluate and learn from communications approaches.

**Contribute to effective ODI public affairs and communications more widely**

- Support ODI's wider work on PAC 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.
- Line or task manage other communications colleagues as required.
- Carry out other tasks as specified by project leads and the Communications Manager.

**Person Specification**

Essential:

- Demonstrable interest and experience of communications
- Significant experience in strategic communications – working creatively to inform/influence policy outcomes.
- Proven experience managing and convening activities and events.
- Practical experience in 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.
- Ability to self-start; 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 software and tools; willingness to learn new skills.
- Excellent IT and data management skills, including Microsoft Office.

**Desirable:**

- Interest in PoGo research areas: politics, governance, political economy, conflict / peacebuilding issues, human rights and digital
- Other language skills.
- Experience in managing large-scale or complex projects.

**Key relationships and contacts**

- PoGo Director of Programme (line manager)
- PoGo team members (researchers and project management staff)
- Public Affairs and Communication colleagues (particularly the Communications Manager, Public Affairs Manager, Digital Manager and Publications Manager, as well as other staff across PAC)
- ODI colleagues across institute
- Chief Executive

**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

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## 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: £39220 - £49820 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.



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