



**Evidence.  
Ideas.  
Change.**

# Application pack

## Senior Communications Officer- Gender Equality and Social Inclusion

Ref.: GESI/02/20

Location: London

Closing date: Friday, 04 December 2020

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### Contents

<b>An introduction to ODI.....</b>	<b>2</b>
<b>Job description .....</b>	<b>4</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>

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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](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.



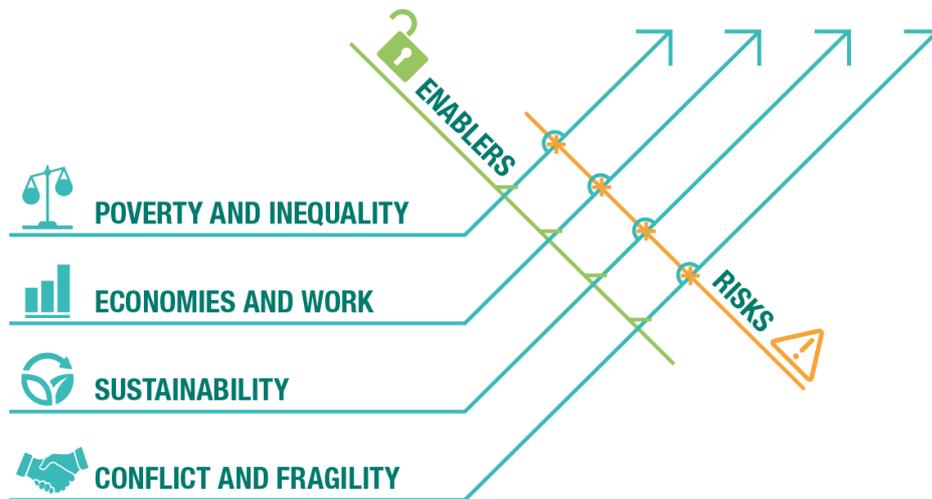
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden 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

<b>Job Title:</b>	<b>Senior Communications Officer, gender and inclusion</b>
<b>Grade:</b>	<b>4</b>
<b>Programme/Department:</b>	<b>ODI</b>
<b>Responsible to:</b>	<b>Communications Manager, dotted line to Director of Programme, Gender Equality and Social Inclusion (GESI)</b>
<b>Responsible for:</b>	<b>N/A</b>

### Purpose of job

To increase the impact of ODI's research and policy engagement on gender equality and social inclusion through delivery and coordination of first-class communications and public affairs activities.

### Main duties and responsibilities

**This role will increase the impact of ODI's research and policy engagement on gender equality and social inclusion.** The main duties are to deliver communications work on projects and design, coordinate and deliver strategic communications and public affairs activities that extend the reach, influence and impact of ODI's research.

The postholder will play a leading role in planning for effective communications across a complex portfolio of work. The postholder will work primarily with ODI's Gender Equality and Social Inclusion (GESI) programme, and will provide communications support to the Advancing Learning and Innovation on Gender Norms (ALIGN) platform, an ODI initiative that brings together global research on discriminatory and harmful gender norms.

In addition, the postholder will work with other programmes to bring coherence to communications around all ODI's work on gender equality and social inclusion.

They will focus on building relationships and coordinating activities with key target audiences and supporting the development and implementation of outreach policy and partnership initiatives. This position will support ODI's efforts to inform and influence government, civil society and private sector approaches to gender equality and social inclusion more broadly – ensuring that our public affairs and communications activities are strategic, creative and coordinated.

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

Theme level:

- Regularly horizon-scan to identify proactive and reactive opportunities to further ODI's reach and influence on gender and inclusion policy and practice. This will include staying abreast of developments in relevant themes, such as structural inequalities and intersectionality, women's economic empowerment, sexual and reproductive health, notions of masculinity and social norms.

- Work with the Directors of GESI and other programmes to develop and implement a comms strategy for ODI's work on gender and inclusion; planning & coordinating relevant public affairs activities to strengthen the ODI's engagement at critical policy influencing moments, including international events. This includes conducting audience mapping; cultivating policy propositions and entry points; articulating messaging for policy-makers and practitioners; and supporting effective relationship management.
- Coordinating with colleagues across relevant programmes and the public affairs and communications (PAC) team, undertake day to day communications tasks including coordinating blogs, website updates, and reactive press and social media.
- Effectively monitor, evaluate and learn from communications approaches using the appropriate institute-wide metrics, reporting key performance indicators as appropriate.
- Build and maintain strong internal and external relationships on relevant themes to drive impact, coordinate common agendas and harness opportunities for policy influence.

Project level:

- Deliver communication support to the ALIGN programme and work with communications colleagues, external and internal as directed by the project lead (up to 60% time).
- Provide communications support to projects being carried out within the GESI team as requested
- Work with project management staff and Directors to ensure communications is effectively budgeted and resourced in all project proposals
- Coordinate and deliver a range of events and convening opportunities, both in the UK and in other countries:
  - 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.

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

- Support ODI's wider work on PAC in close collaboration with PAC Managers.
- Coordinate internal communications – promoting effective coordination, planning and information-sharing around upcoming work and key activities.
- Support and advise project researchers on communications within projects
- 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 PAC Managers.

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### **Person Specification**

#### Essential:

- Knowledge of gender equality and social inclusion as a thematic area of work, including key debates, developments and policy processes and key actors.
- 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:

- Experience of working on policy or practice related to gender, equality and social inclusion.
- Other language skills.
- Experience in managing large-scale or complex projects.

### **Key relationships and contacts**

- Communications Manager
- Director of Programme, GESI
- GESI team members
- Programme staff working on gender across institute
- Director of ODI
- Public Affairs and Communication colleagues (particularly Events Manager, Digital Manager, Public Affairs Manager and Media Officer, as well as other staff across PAC)

#### **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

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## Application process

**ODI job site:** <https://jobs.odi.org.uk>

**Closing date:** The closing date for receipt of applications is midnight, UK time, on: **Friday, 04 December 2020**

**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–£41,574 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: Fixed-term 1 Year** 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](http://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.

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## 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.



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