



**Evidence.
Ideas.
Change.**

Application pack

Senior Communications Officer (Events Lead)

Ref.: PAC/01/2019

Location: London

Closing date: Wednesday, 27 March 2019

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ODI is an equal opportunities employer.

The Overseas Development Institute 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 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.



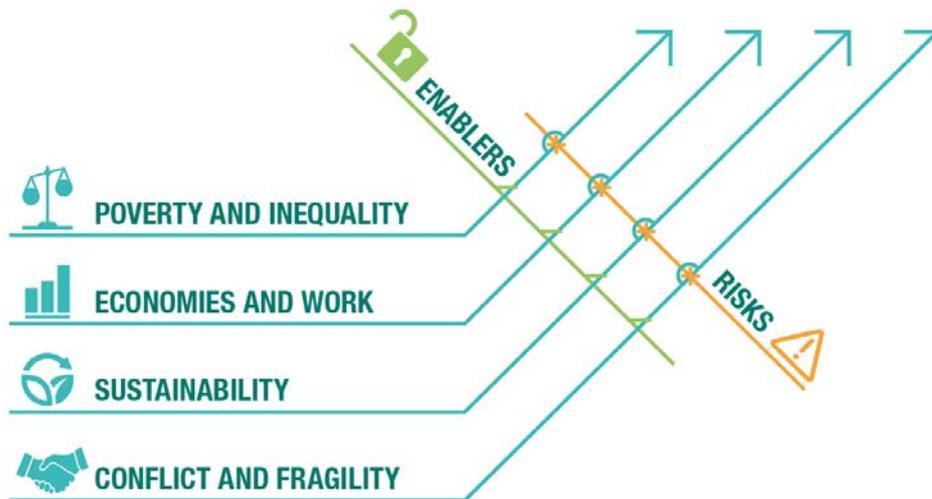
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden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

Job Title:	Senior Communications Officer (Events lead)
Grade:	4
Programme:	Poverty, Economics and Sustainability Cluster
Responsible to:	Events Manager, Public Affairs and Communications
Responsible for:	None at present but could change in the future
Purpose of job	
<p>To increase the impact of ODI's research among existing and new target global audiences through the delivery of first-class communications, with a focus on events as well as publications, digital outputs, media and public affairs support.</p>	
Main duties and responsibilities	
<p>Events lead</p> <ul style="list-style-type: none"> • Lead the development, casting and delivery of an ambitious and influential series of events, round-tables and seminars to increase the impact of ODI's work on poverty, economics and sustainability in line with agreed strategic objectives. • Liaise with the Events Manager on upcoming plans and priorities to ensure that the events are coordinated with and complement ODI's institutional events portfolio and strategy and adhere to institutional guidelines. • Effectively project manage the production of public events, roundtables and conferences to deadline, budget and high-quality thresholds – assigning roles, responsibilities and tasks where necessary to coordinate set-up and logistics for each event. • Monitor external trends, hot topics and emerging agendas and pitch event concepts that place ODI's research at the cutting edge of the current news and policy agenda. • Work with researchers to develop and produce innovative event formats, programmes and materials to communicate expert research and analysis. • Secure a diverse, high profile and engaging range of speakers, contributors and chairs, and effectively brief them to produce compelling contributions and presentations. • Support the central events team on the delivery of key institutional events as required • Seek and secure speaking spots on key external platforms as well as identify and secure globally influential speakers in this field of work for ODI. • Liaise with colleagues in the Facilities and A/V teams at ODI and external suppliers to ensure the smooth running of each event. 	

- Ensure events are supported and promoted online across ODI's digital channels, as well as key external platforms.
- Monitor the impact and uptake of events and implement any learnings.

General Communications duties

The Senior Communications Officer role works flexibly across the department, in accordance with priorities agreed by departmental leadership, to deliver on a range of communications activities:

- Support **publications** planning and production, including: creating and managing production schedules; supporting the development of key messages, narratives and compelling copy; commissioning copyediting, layout and design work; liaising with external suppliers; coordinating with the central publications team; adhering to institutional editorial, brand and style guidelines.
- Support **digital and multimedia** work, including: managing and delivering digital strategies; managing project websites and social media accounts; creating and updating website content; promoting and disseminating online content (including email marketing); commissioning digital products; sourcing images; supporting researchers to develop blogs and engage on social media; coordinating with the central digital team.
- Support **media and public affairs** activities, including: proactively seeking external opportunities and generating ideas to amplify research in media news outlets and influence international policy processes.
- Draft compelling and effective communication strategies and coordinate and **project manage** packages of communication activities to high quality thresholds (including budget and time management).
- Monitor and record the uptake and **impact** of communications activities and implementing learnings.
- **Participate** in programme and communications meetings to promote effective coordination and information-sharing around upcoming work and institutional processes and guidelines.

Line management

- Recruit, induct, develop, and support directly managed staff.
- Review resource needs and implement strategies to meet changing workloads of direct line reports.
- Conduct appraisals, set appropriate objectives and team/institutional priorities, monitor and manage performance against these.

Other duties

- Carry out other tasks as specified.

Person specification

Essential

Experience

- Substantial experience in a comparable communications post in a busy, fast-paced environment

- First-class track record in delivering influential communications, with demonstrable success in convening high-profile events in the UK and internationally
- Experience of securing influential and high-level panellists and participants
- Experience of coaching/supporting others to present and prepare for high-level events
- Experience of working with international networks and partners
- Experience of wider communications responsibilities (publications, digital, public affairs, media)
- Proven knowledge/experience of economics and finance research, policy issues and agendas
- Line management experience

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 organising events internationally and in challenging environments
- Experience in research communications
- Other languages

Key relationships and contacts

- Researchers (Poverty, Economics and Sustainability cluster)
- Heads of Programmes (Poverty, Economics and Sustainability cluster)
- Managing Director (Poverty, Economics and Sustainability cluster)
- Director of External Affairs
- Head of Public Affairs
- Events Manager
- Communications Assistant
- Other public affairs and communications colleagues
- Facilities and AV team
- Key external stakeholders, including senior-level figures in the in the international affairs sector

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://jobs.odi.org.uk>

Closing date: The closing date for receipt of applications is midnight, UK time, on: **Wednesday, 27 March 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: £33,988 to £40,574 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: 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: 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.

Learning and development: ODI offers a comprehensive Learning and Development programme, with training available to all staff at all levels in a range of skills areas.

Career progression: ODI provides biannual career progression opportunities to all staff, whether through our researcher career progression (promotion) route or through our non-researcher career development route.

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.



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