

## JOB DESCRIPTION

<b>Job title</b>	Senior Communications and Publications Officer
<b>Reports to</b>	Head of Communications and Media
<b>Management responsibility</b>	External freelancers and vendors, occasional consultants, interns and volunteers
<b>Job location</b>	London, UK
<b>Grade and level</b>	3
<b>Contract duration</b>	12 months
<b>Employment status</b>	Applicants must already have the right to work in the UK

<b>Job purpose</b>
<p>The primary purpose of this role is to tell evocative, impactful stories about our work, through engaging online and multimedia content and high quality, visually appealing publications.</p> <p>As a member of International Alert’s Communications team, the postholder will work with people across the organisation, and our partners and beneficiaries, to bring to life the experiences of the people in conflict contexts in which we work and the vital work of our projects, finding creative ways to bring these to the attention of our key audiences via a range of communications channels.</p> <p>This role leads on delivery of our publications, which are crucial to our storytelling and our fundraising, assisting teams across the organisation and in a range of geographies.</p> <p>The role is responsible for managing the creation of impactful stories about our work and the need for peacebuilding in the countries where we work. This includes coordinating the development of and/or producing impact stories, photo essays, videos and other engaging methods of storytelling. The postholder will create communications plans to ensure that our work reaches and engages target audiences.</p>
<b>Duties and responsibilities</b>
<p><b>Storytelling</b></p> <ul style="list-style-type: none"> <li>• Working with colleagues across Alert’s programming, identify projects that demonstrate the impact of our work and the need for peacebuilding in the countries where we work.</li> <li>• Coordinate the development of impact stories, photo essays, videos and other engaging methods of storytelling for use on our website, on social media, by the press and elsewhere.</li> <li>• Write and edit impact stories, photo essays and video scripts, and draft occasional press releases and blogs.</li> <li>• Create or edit simple video content</li> <li>• Commission photographers, photojournalists and videographers to accompany and support country teams in developing stories of impact.</li> <li>• Manage the dissemination plans for storytelling outputs, including via traditional media, and digital platforms including social media.</li> </ul>

- Monitor media coverage of the organisation and compile a daily digest of key news stories relating to peace and conflict for sharing with staff.
- Assist the Head of Communications and Media with monitoring the media email account and media phone, including out-of-hours media calls.
- Maintaining and advising on consent for stories and imagery
- Developing and maintaining an image library for Alert, including identifying gaps in the library and commissioning photography accordingly.

#### **Publications**

- Project manage the production of high-quality publications for teams in London and our overseas offices, including process management and supplier relations.
- Liaise with external vendors, including editors, translators, graphic designers, printers and photographers.
- Monitor production schedules to ensure that all publications are completed and signed off in a timely manner.
- Plan and co-ordinate the delivery and launch of publications.
- Draft key messages about our publications for the website, social media, newsletters, press releases and other channels.
- Lead on the procurement of suppliers, including recruiting new ones and managing the contracting process.
- Assist with the financial management of publications production by monitoring and processing invoices.

#### **Events coordination**

- Lead on the delivery of external corporate events (in-person and online), especially for the launch of new research. Appropriate support, resources and workload would be considered.
- Liaise with programme leads on developing outlines, key messages and briefings as required, with a particular focus on those in or organised by the Hague.

#### **Quality control and branding**

- Ensure all communications outputs comply with our brand identity, house style and quality standards.
- Manage and update our brand templates for publications and marketing materials and advise and train staff on how to use them.
- Create new brand templates for marketing materials as required, using Canva.

#### **Contributing to the effective working of the team and to Alert generally**

- Contribute to the development, implementation and monitoring of Alert's influencing and communications strategies and work plans.
- Help maintain our content calendar and regularly update the team about upcoming content, to facilitate joined-up outreach.
- Monitor and post on our global social media channels when required
- Contribute to team-wide communications and knowledge management.
- Participate in organisation-wide events and discussions on related topics/projects as and when required.
- Any other tasks as may be reasonably required.

#### **Travel requirements**

The postholder should be prepared to undertake some travel internationally, possibly to areas of instability.

# PERSON SPECIFICATION

## ESSENTIAL REQUIREMENTS

Fluent in English (spoken and written)
Experience in writing and editing content for a variety of audiences
Excellent writing, editing and proofreading skills
Good knowledge of branding and experience using visual communications and photography
Experience planning, managing and promoting events
Digital and social media skills
Excellent time management and prioritisation skills, with an ability to work to tight deadlines and balance competing demands
Eye for detail and accuracy, and ability to grasp complex issues and present them clearly
Demonstrable ability to work independently, in teams and in a multicultural environment with a wide range of people
Experience of managing suppliers
Excellent interpersonal, communications and presentation skills
Ability to resolve problems in a timely manner and to develop alternative solutions
Excellent computer literacy and use of software packages (Word, Excel)
Commitment to the aims and values of International Alert, including gender equality, diversity, equity and inclusion

## DESIRABLE REQUIREMENTS

Fluent in either Arabic, French or Russian (spoken and written)
Experience managing photographers, photojournalists and videographers
Experience creating and producing multimedia content including video
Knowledge of video editing software (Adobe Premiere) and/or design software (Canva, Photoshop)
Experience using content management systems

## SUMMARY TERMS AND CONDITIONS

<b>Pension</b>	All staff receive a pension contribution which is equivalent to 10% of their gross salary. The postholder will be automatically enrolled into the Alert pension scheme which is with Scottish Widows but can choose to opt out.
<b>Leave entitlement</b>	A total of 36.5 paid vacation days per year (January 1 to December 31), including all public holidays in the UK.
<b>Working hours</b>	Full time staff are expected to work a standard 35-hour week, with some flexibility around start and finish times to be agreed with the line manager. All staff are required to work core hours 10am–4pm.
<b>Sport's club membership</b>	Staff can take advantage of subsidised membership of a local sports club, on successful completion of the probationary period.