

Communications and Engagement Officer - Job Description

Job Title:	Communications and Engagement Officer
Salary:	£31,643 - £36,502 per annum
Reporting to:	Communications Manager
Contract:	Full time, permanent
Location:	4 th Floor of Edinburgh House, 170 Kennington Lane, SE11 5DP

Who we are

Our vision is a world free of preventable disease, in which everyone everywhere can reach their full potential. We were founded in 2002 with a £20m grant from the Bill & Melinda Gates Foundation, and started life at Imperial College London as the Schistosomiasis Control Initiative. Consistently ranked globally as one of the most cost-effective non-profit initiatives, we have received significant funding since our inception including from the UK Department of International Development, USAID and philanthropic investors.

In 2019 we became an independent organisation supporting numerous countries in sub-Saharan Africa to deliver effective and robust health programmes that have a lasting impact.

What we do

Working in partnership with governments, SCI Foundation supports and facilitates public health programmes that reduce the impact of preventable diseases like schistosomiasis and soil-transmitted helminthiasis.

We provide technical and financial support to Ministries of Health, in line with their own strategies and plans, to enhance sustainability and strengthen health systems within countries affected by these diseases. We work to scale up their government-implemented deworming programmes and cross sector collaboration efforts by providing advisory support and conducting research and analysis on programme outcomes.

To date, our team has supported up to 60% of all global schistosomiasis treatments being delivered annually and we are broadening our reach to coordinate with health programmes for other preventable diseases, as well as supporting disease prevention measures such as water, sanitation and hygiene and the management of the impacts of these diseases on individuals.

The Role

We are looking for an experienced and talented communications specialist who is ready to take the next step in their career. This new Communications and Engagement Officer role is being introduced to complement our existing, small but talented communications team.

Reporting to the Communications Manager and working alongside our social media consultant, you will play a vital role in telling the story of SCI Foundation and our partners. The content that you develop will inspire our existing and potential supporters as well engaging the public in the UK and internationally, to understand the impact of our work on the lives and communities we help to serve. We are therefore keen for someone with strong editorial skills who preferably has an interest in NTDs and/or public health to join the team.

You will have a reasonable degree of autonomy within this role, so we are looking for someone who is comfortable with working independently and as part of a team.

Travel to some of the countries we partner with to gather content and document our work will give you the opportunity to meet our partners and understand the work we do. It will provide the opportunity to utilise or develop your photography and videography skills.

Our Communications team have exciting plans to expand our current reach to the public and the right candidate will have the opportunity to be involved in leading on some of this work. Therefore, if you have experience in traditional media relations that would be a bonus!

Role purpose

You will be responsible for telling the SCI Foundation story in a creative and engaging way. You will support the delivery and growth of proactive communications aimed at building the identity, reputation and profile of the SCI Foundation and our partners.

About the person

You will have specialist knowledge and experience in crafting content and have excellent editorial and copywriting skills with a great attention to detail. You will have the ability to identify, develop and disseminate stories in ways that will engage a variety of audiences.

You will have an in-depth understanding of all the activation channels available and the different opportunities they offer organisations like SCI Foundation to engage new audiences and grow our capacity and reach.

Ideally, you will have experience in gathering and or commissioning original content, including photography and videography.

Above all, you will have exceptional story telling skills and be able to simplify and communicate technical aspects innovatively to our various audiences.

Core Functions and Responsibilities

- To assist the Communications Manager to deliver SCI Foundation's strategic communications plan.
- To work closely with the team and partners to collate, produce and disseminate inspiring content and communications outputs for key audiences.
- To write, edit and source new content as well as curate existing content – including blogs, audio, video, and images – ensuring its suitability for different channels, including media, our website and social media.
- To lead/feed ideas into the content calendar for our web and social media presence working collaboratively with colleagues across the organisation.

- To review and edit content from contributors giving specialist advice and guidance about preparing the material for our channels, ensuring content is accessible, on brand and audience focused.
- To use analytics and insights from various channels to help develop our audience understanding and increase our social media engagement.
- To assist in the development of our multi-media library, adding photo and video assets with appropriate metadata to improve users' experience.
- To monitor media and trends in social media and other applications and make recommendations for continually improving our presence and our effectiveness.

Requirements - Person specification

The successful candidate will be expected to demonstrate the following:	Essential (E)/ Desirable (D)
Education	
<ul style="list-style-type: none"> • Educated to degree level or equivalent, ideally with qualifications in communications, marketing, or journalism. 	D
Experience	
<ul style="list-style-type: none"> • 3 years' experience in a communications role (media relations and/or content creation) 	E
<ul style="list-style-type: none"> • Proven experience in developing a variety of engaging content (e.g. articles, blogs, audio, video and images). 	E
<ul style="list-style-type: none"> • Experience of social media 	E
<ul style="list-style-type: none"> • Experience of producing website content 	E
<ul style="list-style-type: none"> • Understanding and experience of ethical storytelling. 	E
<ul style="list-style-type: none"> • Experience or a willingness to learn digital software such as video editing programmes e.g. InDesign or Premier Pro. 	D
<ul style="list-style-type: none"> • Experience of undertaking analysis, using relevant analytical tools and information, to evaluate the effectiveness of campaigns and activities. 	D
<ul style="list-style-type: none"> • Experience of managing PR and media relations and engaging the press. 	D
<ul style="list-style-type: none"> • Experience gained within the global health or international development sectors. 	D

Languages	
<ul style="list-style-type: none"> English 	E
<ul style="list-style-type: none"> French language, both written and spoken, to enable working in a Francophone environment. 	D
Knowledge	
<ul style="list-style-type: none"> Demonstrable understanding of the principles of content development. 	E
<ul style="list-style-type: none"> Ability to translate technical language and complex research into communications that a variety of audiences can understand and engage with (i.e. fundraising community, NGOs, general public, etc). 	E
<ul style="list-style-type: none"> Photography and/or videography skills. 	D
<ul style="list-style-type: none"> Knowledge and experience of working with people of different backgrounds and cultures. 	D
<ul style="list-style-type: none"> Experience gained within the global health or international development sectors. 	D
<ul style="list-style-type: none"> Interest in neglected tropical diseases and/or public health. 	D
General skills and competencies	
<ul style="list-style-type: none"> Willingness to travel abroad for a maximum of six weeks per year 	E
<ul style="list-style-type: none"> Excellent proofreading, copywriting and editing skills. 	E
<ul style="list-style-type: none"> Excellent written and verbal communication skills. 	E
<ul style="list-style-type: none"> Excellent influencing skills. 	E
<ul style="list-style-type: none"> Ability to build effective relationships with internal and external stakeholders. 	E
<ul style="list-style-type: none"> Ability to build trust with stakeholders in countries with partner with to gain insight and develop relevant content. 	E
<ul style="list-style-type: none"> Ability to prioritise and plan work and respond flexibly to unexpected changes or multiple demands. 	E
<ul style="list-style-type: none"> Excellent IT skills. 	E
<ul style="list-style-type: none"> Ability to use social media tools. 	E

SCI Foundation Values

We expect all employees to abide by our Code of Conduct that sets out the principles that everyone who works at SCI Foundation must follow. Our three values underpin everything we say and do:

- **Equality:** We are a small and dynamic team in which every staff member's contribution is crucial and equally valued
- **Inclusion:** We are working towards a fairer world where no-one is left behind.
- **Transparency:** We believe that openness and transparency create trust and a culture of continuous improvement.

Application Information

Interested candidates should submit a detailed CV, a covering letter and two professional references with full up to date contact details.

Referees will only be contacted post the interview stage.

Closing date: 12 noon Monday 18 January 2021

Interviews: w/c 4 February 2021

Please note that applications received after the deadline will not be accepted.

DATA PROTECTION – By submitting an application you agree that SCI Foundation collects and manages the information that you provide. Your personal information will be used for recruitment purposes only. Your application will be treated with strict confidentiality.

SAFEGUARDING - Roles at SCIF may require interaction with children and vulnerable adults as well as maintaining confidential and sensitive information about them. The successful candidate will be required to apply for a criminal record check through a basic, standard or enhanced Disclosure and Barring Service (DBS) check. A criminal record will not necessarily bar you from working with us. That will depend on the nature of the role and the circumstances of your offences. A conditional offer of employment will only be made upon reception of 2 satisfactory written references and a satisfactory DBS result.

SCI Foundation is committed to diversity and equal opportunities for applicants and employees. SCI Foundation strives to ensure equal employment opportunities and equal access to employment and does not discriminate on the basis of race, gender, colour, national origin, religion, physical or mental ability, marital status and age. Applications will be treated with strict confidentiality.