

JOB ADVERT

Title: Communications Manager
Location: Home based and/or Office (Alliance House 29-30 High Holborn, London).
Salary £35,000 full time (part time also considered at a pro-rated equivalent)
Benefits 28 days annual leave per annum
5% contribution to a pension
Hours 4 days (part time) or 5 days (full time) per week

Job purpose: Engineers Against Poverty (EAP) is looking for an enthusiastic and dynamic individual to join our small and dedicated team, helping to promote both the Infrastructure Transparency Initiative (CoST) and EAP globally. You will be joining us at an exciting time as we refresh EAP's five-year strategy and raise funds to deliver CoST's business plan.

The Communications Manager will play a key role in planning and delivering our communications and advocacy activity and supporting our fundraising efforts. Reporting to the Programme Director, they will raise awareness on CoST and EAP via websites, digital e-newsletters, social media, media engagement, developing key messages and communications materials including funding applications and overseeing EAP/CoST participation at internal and external events. We are looking for a strategic thinker who takes initiative and creates new opportunities.

About EAP

EAP is a leader in promoting infrastructure, engineering and development to help alleviate poverty with strong links to development agencies, government, civil society and industry. We develop research, policy and practice across three core areas: infrastructure governance; social equity and inclusive growth; and sustainable and resilient infrastructure.

EAP hosts the International Secretariat for CoST – the Infrastructure Transparency Initiative which promotes open government and open contracting to improve the quality of infrastructure. CoST works globally with government, civil society and the private sector in 20 countries who implement the initiative in diverse contexts.

Reporting to John Hawkins, EAP Programme Director

How to apply Please email a CV of no more than two pages plus a covering letter to John Hawkins, EAP Programme Director (info@engineersagainstopoverty.org).

Closing date for applications Monday 28 February 2022.

Interview date To be confirmed

Contact information Please contact EAP Programme Director, John Hawkins for further information (info@engineersagainstopoverty.org)

EAP is an equal opportunities employer

JOB DESCRIPTION

Key responsibilities:

Strategy and planning (15%)

- Develop and deliver impactful communications campaigns and projects, including those involving multiple partners.
- Support the delivery of EAP and CoST communication strategies.

Story development (15%)

- Incorporate the successes, impacts and lessons from monitoring and evaluation activities into communications delivery, to share with CoST members and an external audience.
- Create, write, publish and disseminate communications materials, e.g. media briefs, presentations, case studies, toolkits and blogs.

Events (15%)

- Organise virtual and in person events to promote CoST and other EAP programmes to a broad range of international stakeholders.

Digital (20%)

- Develop compelling content for EAP and CoST websites.
- Manage our e-newsletter and social media, building our audience and engagement.
- Use lessons from digital performance to inform the team and improve our digital KPIs.

Relationships (10%)

- Support CoST and EAP representation at meetings and conferences.
- Develop and maintain our contacts database for communicating our key messages.
- Identify and work with external suppliers (e.g. designers, editors, translators) to deliver communications activities where appropriate.

Editing (10%)

- Quality assure and edit content from internal and external contributors for publication, applying consistency in the approach.

Fundraising (15%)

- Support fundraising activities including strategic development, grant applications and tender submissions.

Experience:	<p>Experience of developing and delivering successful communications strategies and projects across geographically diverse organisations.</p> <p>Good relationship management experience, including engaging and influencing diverse stakeholders at a senior level.</p> <p>Experience of developing communications materials and messages for a variety of audiences, identifying the right tone and pitch.</p> <p>Experience of digital delivery and social media management.</p> <p>At least 5 years of experience in a communications role.</p>
Desirable Experience:	Background in international development or infrastructure.
Essential attributes:	<p>Excellent written and verbal communication skills.</p> <p>Confident in presenting and discussing ideas.</p> <p>Proven project management skills.</p> <p>Strong editing and proofreading skills, with thoroughness and attention to detail.</p> <p>Good diplomacy, networking and relationship-building skills.</p> <p>Highly motivated, able to multitask and meet deadlines.</p> <p>Strong analytical skills.</p> <p>Strategic and creative thinker.</p> <p>Excellent knowledge of digital platforms and content management systems, and demonstrable experience in improving engagement.</p> <p>Commitment to EAP's Mission, Vision and Values.</p>
Desirable attributes:	<p>Ability to speak and write in Spanish and or French.</p> <p>Knowledge of WordPress</p> <p>Experience in fundraising.</p>
Key relationships:	<p>EAP Executive Director</p> <p>EAP Programme Director</p> <p>EAP Senior Policy and Research Adviser</p> <p>CoST Head of Member & Affiliate Programmes</p> <p>CoST Member & Regional Managers and Technical Advisers</p> <p>Strategic Partners</p> <p>External suppliers such as editors and designers.</p>
Accountabilities	<p>Delegated budget / financial authority – 0</p> <p>Number of staff line managed – 0</p> <p>Number of external suppliers managed on average – 1 - 2</p>