



## Content and Publications Coordinator

**Salary level:** £27k - £30k, depending on experience

**Contract:** 12 months (full-time or part-time considered)

### Overview

DHA Communications is seeking a motivated and creative communications professional to support and coordinate the design and development of content for print and digital for our partners working across global development. You will work with strategists, writers and designers, to develop and curate compelling and engaging content for many different audiences. To excel in this role, you will have experience in developing and editing content, as well as excellent communication and organisational skills within the global development space.

### About DHA

DHA are policy, research, and communication specialists. We help communities, charities, networks and public sector agencies across the UK, and beyond, to understand and influence the world around them.

We work at all levels – from grassroots community projects to government agency initiatives – to deliver communications, advocacy and research expertise which helps shape real change, make sense of complexity and bring people closer to the decisions that affect their lives.

We specialise in arts and culture, global development and social change and sustainability, working across design, storytelling and strategy development through to policy advocacy, evaluation and learning.

We are a small and committed team, with a shared enthusiasm for the work we do and the causes of our partners. We have a distributed model, with the team working across three cities (London, Liverpool and Birmingham) but you may also be based elsewhere within the UK – this role would be home-based. At present the team are working from home but this is under regular review. A laptop and contribution towards home broadband bills will be provided. We are happy to receive applications from candidates interested in both full and part-time working for this role.

### Role purpose

A Content and Publications Coordinator has a key role to play in supporting the design and delivery of strategic communications across a range of areas, especially in our global development portfolio. You will write, develop, edit and coordinate content for a range of channels, including print and digital, and support broader communications activities with our partners. In a typical day you could be working on the concept for a short campaign video or working with our design team to create graphics that illustrate key findings from a long report and then drafting a four-page information brief to share key lessons from an education initiative or devising a content strategy to communicate an organisation's

messages.

## Key responsibilities

### Editorial

- Provide editorial advice and support, including writing and copy-editing content, across a range of projects, products and channels.
- Draft press releases and other media material for events and campaigns, including UN observance days, high-profile diplomatic missions etc.

### Creative content development

- Collaborate with the team to develop fresh, creative content ideas for graphics, audio-visual products and websites which respond to partner needs.
- Collect, review and analyse data to help us continually improve our understanding of partners' audiences, including monitoring (social) media to identify opportunities which our partners would benefit from.

### Project coordination

- Provide operational support to our partners and projects such as progress reports, meeting notes etc. and participate in meetings with partners.
- Coordinate print and digital production process, including liaising with graphic designers, animators, and web developers to deliver high-quality content.

## Person specification

You will:

- Have 3+ years' experience of working in a communications role within a global development context
- Be able to translate complex ideas into clear and accessible language
- Be a creative thinker who can develop and tailor ideas for products and campaigns to relevant audiences
- Have superb attention to detail and the ability to copyedit and proofread documents
- Take a proactive problem-solving approach to their work and working as part of a team
- Be able to multi-task and deliver high quality work on time and to a high standard
- Use a range of digital tools, including Microsoft Office, Adobe/Canva, Google Analytics (and/or others) to produce and inform high quality work
- Be a confident face-to-face communicator, keen to play a partner-facing role where necessary
- Is committed to their own knowledge and learning

You might also:

- Hold a degree or professional qualification in a discipline relevant to our work e.g. global development, politics or social policy, history or anthropology, English language or literature, journalism or science communication etc.
- Have good intercultural understanding and have spent time living, studying or working in regions where we work (Western or Eastern Africa, Southern Asia).
- Have experience of campaigning and/or advocacy on an issue that means a lot to you.
- Have experience of identifying and supporting the development of new areas of work.

In return, DHA offers:

- 35 days paid annual leave per annum

- Employer pension contribution of 3%
- A flexible and friendly working environment including access to continuous professional development opportunities

We encourage applications from underrepresented groups, including those with lived experience of the social issues we are working to address.

## Application process

- Send your CV and a cover letter outlining how you meet the person specification and whether you would be interested in the role full time or part-time to [info@dhacommunications.co.uk](mailto:info@dhacommunications.co.uk) by midnight Wednesday 7<sup>th</sup> July.
- We will be inviting shortlisted candidates to complete a task and take part in an interview (week commencing 19<sup>th</sup> July).