



DHA Vacancies: Global Programmes Manager and Communications Assistant

About DHA

DHA are policy, research, and communication specialists. We help communities, charities, networks and public sector agencies across the UK, and beyond, 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.

Our global development portfolio continues to grow. With existing commitments to programmes in sub-Saharan Africa, Southeast Asia, and with global advocacy initiatives, you would be joining DHA at a particularly exciting time in our growth.

We are a 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 Bristol) but you may also be based elsewhere within the UK as 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.

Global Programmes Manager

Salary level: £38 - £43k (depending on experience)

Contract: Permanent (flexible working options available)

Overview

We're looking for a dynamic, talented, and proactive Global Programmes manager with excellent advocacy and communications skills to lead the delivery, quality, and content of DHA's global development portfolio.

Role purpose

The Global Programmes Manager oversees the strategic development and delivery of a broad range of communication and advocacy activities, acting as the main point of contact with our global partners and liaison amongst the core team and our associates.

The Global Programmes Manager helps to maintain strong processes and coordination to ensure we deliver products and activities within brief and on time, to a high quality.

In addition to taking the leading role in managing DHA's global programmes, you are a creative and dynamic communications specialist, playing a key role in contract design and delivery – largely at a strategic level. You have first class communication and advocacy skills – possibly with specific experience of working on campaigns for education and/or public sector reform in development.

The role also involves actively looking for, and securing, new work and deputising for the managing director, as necessary. This is a senior position within DHA with significant opportunities to grow and develop our international work.

Key responsibilities

Partnership management (20%)

- Maintain and strengthen relationships with existing partners and those with whom we work
- Act as the main point of contact across the portfolio for all global development partners and our associate network
- Manage and maintain our relationships on contract delivery with contractors, consultants and DHA team members

Strategic delivery (30%)

- Contribute to and lead content and project delivery, collaborating with the team to improve and approve the quality of outputs and taking a leading role in selected projects both in the UK and in the developing countries where we work
- Provide regular updates and an annual assessment of the strength of our international development portfolio, providing insights on progress achieved and financial health and making strategic recommendations for its further development.

Project management (40%)

- Lead on maintaining and improving project management processes so that the team are briefed accurately and effectively to develop concepts and products that meet the needs of our partners
- Oversee and manage all international development programmes and projects, ensuring coordination and clarity on scope of work, agreed deliverables and roles and responsibilities of the team
- Scoping requests for work, agreeing project plans and milestones with project leads and partners
- Work closely with the Officer Manager to manage and maintain effective systems that contribute to invoicing, reporting and quarterly portfolio analysis.

Business development (10%)

- Promote DHA's development expertise, establishing a clear profile for DHA externally, showcasing our work on the website and social media, identifying speaking and comment opportunities, developing, and sharing DHA products and tools with development professionals
- Identify and contribute to opportunities for new partnerships where DHA Communication's expertise can add value.

Person specification

You will:

- Have 5+ years' experience of working within a global development context, with a focus on strategic/research/policy communications project management and delivery.
- Have an excellent understanding of global development issues and how the sector works
- Exceptional organisation and prioritisation skills, with experience of matrix management between teams and/or organisations working towards a shared outcome
- Take a proactive and creative problem-solving approach to your work and working as part of a team
- Have excellent interpersonal and communication skills

- Have experience of business development

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 led the design and delivery of communications projects and activities related to a global development issue
- Have good intercultural understanding and have spent time living, studying, or working in regions where we work (Western or Eastern Africa, Southern Asia).

The role is permanent, with a three-month probationary period. The role can be based anywhere in the UK, with occasional domestic and international travel as required.

All DHA staff benefit from 35 days annual leave, a commitment to support for professional development, and a share of annual profits.

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 to info@dhacommunications.co.uk by midnight on Friday 26 November 2021.
- We will be inviting shortlisted candidates to complete a task and take part in an interview (week commencing 6th December 2021).

Communications assistant

Salary level - £18-20,000

Contract: Permanent (flexible working options available)

Role purpose

The Communications assistant will support DHA with administration and basic communications support to help deliver work across its global development portfolio and, from time to time, assist with UK-based projects as required.

The successful candidate will be an organised self-starter, who is comfortable working remotely most of the time and interested in developing their skills in strategic communications for public and non-profit organisations.

Key responsibilities

Communications support (50%)

- Support wider team in delivering communication strategies with and on behalf of partners
- Draft and proofread communications copy such as publications, social media posts and press releases
- Assist with maintaining DHA's online presence
- Keep updated on latest in global development news – and share this with the team
- Help to prepare presentations and reports for the wider team

Administration (50%)

- Undertake all administrative work generated by partner projects, such as helping compile progress reports, scheduling meetings
- Help to maintain organisational processes, trackers and databases across several partner projects

- Support the rest of the team and external suppliers in the design and delivery of communications strategies and materials
- Participate in meetings and workshops with partners, including taking and circulating notes and key actions

Person Specification

You will :

- Have strong attention to detail and understand the importance of good administration
- Have proficient experience in MS Office
- Be a good writer and clear communicator – and have an interest in further developing these skills
- Good team player with strong interpersonal skills
- Be able to work independently, with an ability to work remotely
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You might also:

- Have a good understanding of issues and opportunities within the global development and/or domestic third sector
- Be a recent graduate in English, Marketing/Communications or the Social Sciences
- Be familiar with project management tools and content management systems
- Have good research skills

The role is permanent, with a three-month probationary period. The role can be based anywhere in the UK, with occasional domestic travel as required.

All DHA staff benefit from 35 days annual leave, a commitment to support for professional development, and a share of annual profits.

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 to info@dhacommunications.co.uk by midnight on Friday 3 December 2021.
- We will be inviting shortlisted candidates to complete a task and take part in an interview (week commencing 13th December 2021).