

JOB DESCRIPTION

Job title:	Senior Publications Officer	Location:	UK
Department:	Management	Length of contract:	12 months fixed Term (adoption leave cover)
Role type:	National	Grade:	8
Travel involved:	Up to 5%	Child safeguarding level:	4
Reporting to:	Line manager: Publications Manager	Direct reports:	None

Organisational background

Established in 2003, Malaria Consortium is one of the world’s leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development.

Job purpose

Sitting within the External Relations (ER) team, the Senior Publications Officer is responsible for supporting and managing high quality publication activities to increase Malaria Consortium’s profile and communicate its evidence, learning and programmatic achievements. This is a critical editorial and publishing role in the organisation, requiring outstanding grammar and writing skills, excellent organisation, strong interpersonal skills, and an ability to communicate technical content to a variety of audiences via both print and digital channels.

Scope of work

With a strong instinct for storytelling and identifying key messages from technical content, the Senior Publications Officer is responsible for writing and producing a range of outputs that support the delivery of ER's integrated communications campaigns and objectives. (S)he leads on the production of a specific publications portfolio, and undertakes a range of responsibilities including: editorial activities (copy-editing, re-writing and proofreading materials written by colleagues), branding and quality assurance (ensuring publications comply with Malaria Consortium's style and brand guidelines, donors' branding requirements and copyright legislation), and publications planning, production, dissemination and tracking.

Key working relationships

The Senior Publications Officer reports to and works closely with the Publications Manager, who is responsible for the delivery of the publications strategy and editorial support across the organisation. (S)he also works with senior technical staff, the Head of ER, country programme/project managers, the Senior Learning Specialist, the Creative Designer and the rest of the ER team when producing and ensuring coherent dissemination of publications. (S)he will also work with external contractors intermittently.

Key accountabilities

1. Publications production, writing and capacity development (70%)

- Write from scratch or re-write copy for briefing notes, capacity statements, insight/learning briefs, position statements, project briefs, research/technical briefs, conference abstracts and other materials, ensuring that complex topics are communicated accurately and accessibly.
- Copy-edit, proofread and format publications and other written materials (e.g. conference posters and presentations), using editorial flair and judgement.
- Manage the production of a high quality portfolio of publications, from concept to production (including guiding publication leads/authors in determining the objectives, audience, content, outline/structure, deadlines and budget for outputs).
- Be responsible for the production of a suite of country capacity statements – key promotional materials that support Malaria Consortium's positioning and business development activities in the countries in which it works
- Deliver (in-country) training sessions/webinars to support colleagues in developing their writing skills.
- Work with the Publications Manager in the production of training materials and guidance notes.
- Provide quality assurance checks in relation to branding, style and permissions.
- Research suppliers, obtain quotes for work, and liaise with external suppliers.
- Contribute to and update the publications planning log and master plan.

2. Planning and dissemination (20%)

- Project manage the development and roll out of a digital publication option for the organisation, ensuring this supports delivery of the ER and publications strategies.
- Lead on drafting dissemination plans for key publications, working with authors and the ER team to identify global, regional and national-level targets and dissemination channels/opportunities.
- Coordinate and track the implementation of standard dissemination procedures and related plans, including: managing online uploads, tagging resources, ensuring publications are appropriately featured on the organisation's website, updating the print dissemination log, and updating a reach and impact tracker for monitoring and evaluation (M&E) purposes.
- Pitch and write blogs to promote new publications.
- Deliver the publications e-newsletter strategy and regularly review the related editorial calendar.
- Keep up with the latest publication trends and make recommendations for the development of new suites of outputs and novel dissemination avenues/activities to support delivery of the publications strategy.
- Manage stock and update the publications catalogue.
- Compile and share monthly publications M&E reports.

3. Team support (10%)

- Contribute to generating quality content for online, social media and multimedia platforms.
- Conduct team financial administration on Microsoft NAV as required.
- Chair and minute actions agreed during monthly team meetings – on a rotational basis.
- Contribute to the team's annual/campaigns planning.

Person specification

Qualifications and experience:

Essential

- Degree in journalism, publishing or similar field, or equivalent work experience
- Substantial experience in a similar role, with a track record of managing publications from concept to dissemination
- Demonstrable experience and confidence communicating technical content (i.e. quantitative and qualitative research findings) to a range of audiences (including non-technical stakeholders), distilling it into simple and accessible language and messages
- Prior experience and strong interest in editorial processes, in-house publications production, and multichannel publications dissemination
- Good understanding of communications, social media and marketing principles for engaging external audiences
- Knowledge of global health issues, especially malaria and other communicable disease control, prevention and treatment mechanisms.

Desirable

- Awareness of visual design and publishing trends

- Willingness to travel to regions where the organisation operates (should the occasion arise)
- A commitment to continuous professional development.

Work-based skills:

Essential

- Fluent in English, written and spoken
- Excellent proven writing, editing and proofreading skills with an exceptional attention to detail
- Ability to analyse and interpret complex information and data confidently
- Strong organisational, project management and follow-up skills
- A successful track record of liaising diplomatically and working with people at all levels in an organisation, including colleagues based overseas
- Ability to take initiative and problem solve
- Adaptability and an ability to work well under pressure and meet tight deadlines
- Proven team skills, including flexibility and enthusiasm
- Demonstrable strong skills in the use of Microsoft Office programmes (i.e. Outlook, Word, Excel, PowerPoint).

Desirable

- Experience of working for an international non-profit organisation
- Familiarity with design software (i.e. Adobe InDesign and/or Adobe Acrobat)
- Familiarity with website content management systems and marketing platforms (e.g. MailChimp)
- Experience of Microsoft SharePoint and NAV
- Fluency in French and/or Portuguese.

Core competencies:
Delivering results
LEVEL C - Supports others to achieve results
<ul style="list-style-type: none"> ✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets. ✓ Supports others to plan and deliver results ✓ Supports others to manage and cope with setbacks
Analysis and use of information
LEVEL B - Gathers information and identifies problems effectively
<ul style="list-style-type: none"> ✓ Identifies and uses various sources of evidence and feedback to support outputs ✓ Uses evidence to evaluate policies, projects and programmes ✓ Identifies links between events and information identifying trends, issues and risks ✓ Ensures systems are in place to address organisation needs
Interpersonal and communications
LEVEL C - Adapts communications effectively
<ul style="list-style-type: none"> ✓ Tailors communication (content, style and medium) to diverse audiences ✓ Communicates equally effectively at all organisational levels ✓ Understands others' underlying needs, concerns and motivations and communicates effectively in

sensitive situations

- ✓ Resolves intra-team and inter-team conflicts effectively

Collaboration and partnering

LEVEL B- Collaborates effectively across teams

- ✓ Proactive in providing and seeking support from expert colleagues
- ✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution
- ✓ Proactive in building a rapport with a diverse range of people

Leading and motivating people

LEVEL B - Manages own development and seeks opportunities

- ✓ Actively manages own development and performance positively
- ✓ Learns lessons from successes and failures
- ✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise

Flexibility/adaptability

LEVEL C - Supports others to cope with pressure

- ✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same
- ✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations
- ✓ Sets realistic deadlines and goals for self or team

Living the values

LEVEL B - Promotes Malaria Consortium values amongst peers

- ✓ Shows a readiness to promote Malaria Consortium's values amongst peers
- ✓ Promotes ethical and professional behaviour in line with Malaria Consortium's values

Strategic planning and thinking and sector awareness

LEVEL B - Is aware of others' activities and vice versa in planning activities

- ✓ Takes account of team members and others' workloads when planning.
- ✓ Maintains awareness of impact on other parts of the organisation, keeping abreast of other's activities, objectives, commitments and needs
- ✓ Has a good understanding of the sector in which Malaria Consortium works