



JOB DESCRIPTION

POST	Communications Manager
CONTRACT	Permanent
REFERENCE NO	047-21
REPORTS TO	Director of Communications and Operations
ROLE PURPOSE/SUMMARY	<p>The communications manager will work on a wide range of communication strategies and projects to help build profile, recognition and awareness of IVCC's strategic goals, mission and milestone successes.</p> <p>Reporting to the Director of Communications and Operations but working as part of a wider matrixed team, the post holder will develop and deliver and lead innovative and integrated communications strategies internally and across key stakeholder groups, with particular focus, but not limited to, the New Nets Project, ZERO by 40 and broader digital communications</p>
SCOPE/BACKGROUND	<p>IVCC is a unique Product Development Partnership (PDP) established in 2005 to overcome the barriers to innovation in the development of new public health insecticides and the development of new vector control tools to support the eradication of malaria and other neglected tropical diseases.</p> <p>See www.ivcc.com</p>

ROLE SPECIFIC RESPONSIBILITIES

<p>Core Communication</p>	<ul style="list-style-type: none"> • Support the Director of Communications and Operations in the design and implementation of a communication and advocacy strategy which supports the goals and ambitions of IVCC. • Manage and lead the delivery of a range of communication workstreams to support IVCC’s core business functions including Product Portfolio, Access (including NNP), the Indo-Pacific Initiative (IPI) and other business area that requires communication support. • Act as day-to-day lead contact for creative agencies that are procured to support IVCC’s communication goals. • Build and maintain strong working relationships with funding, industry and project partners.
<p>Digital</p>	<ul style="list-style-type: none"> • Lead the development of IVCC’s digital strategy including on-going development and enhancement of the IVCC website and other digital / social media, including collating copy and material from across partners and colleagues, editing and artistic direction to support a drumbeat of engagement and campaigns around key milestones, achievements and events • Oversee the maintenance of the IVCC website including backend coding edits, copy edits and general updates. • Lead the Web Editorial Board and act as a point of contact between the agency and staff/partners for information needed and sign offs on new content for the IVCC website. • Lead and oversee the publication of the IVCC quarterly newsletter, curating content from across the vector control community. Create ad hoc mailers for publications and events. • Coordinate monthly blogs and regular news stories from colleagues and partners around key themes, to generate website traffic and social interactions. • Create and oversee the creation of creative content for digital, using outside agencies where appropriate.
<p>New Net project or other agreed market shaping initiatives</p>	<ul style="list-style-type: none"> • Develop and implement annual operational communications plans to support the delivery of the New Nets Project • Provide extensive liaison and alignment with funder communication requirements and with the wider project team • Produce and publish regular communications activities (across traditional and digital media), including generating content and

	<p>providing advice to partners on communicating with stakeholders, covering messaging and communication channels</p> <ul style="list-style-type: none"> • Oversee relationship management with the communications functions of the funding partners and with communications leads of all partners and NMCPs. • Lead the production of resources, literature, publications and creative assets, including artistic direction, copy writing, editing and commissioning out of services when needed. • Lead New Nets Project in the media, including writing and editing copy for publication, liaising with partners for opportunities and briefing colleagues for interviews. • Support the presence of New Nets Projects at conferences and events, including creating and editing presentations, resources and posters from all partners. • Support the development and production of 'end-of-project' communication materials, publication and associated events for NNP.
ZERO by 40 and VERV	<ul style="list-style-type: none"> • Work with Zero by 40 communications partners to implement the communications strategy for One Voice, as an enabling platform for ZERO by 40. • Proactively lead and coordinate partners on a range of communication activities across traditional and digital media, and individual communications pieces/campaigns around key achievements, landmarks and events to support ZERO by 40 • Maintain and update the ZERO by 40 website in collaboration with external creative and funding partners • Build and maintain effective working relationships with industry and funding partners, including leading a regular workstream meeting. • Lead the production of resources, literature, publications and creative assets, including artistic direction, copy writing, editing and commissioning out services when needed for ZERO by 40 and related projects such as Vector Expedited Review Voucher (VERV) • Lead the presence of ZERO by 40 at conferences and events, including creating and editing presentations, resources and posters from all partners.
Internal Communications	<ul style="list-style-type: none"> • Proactively manage IVCC's Communication SharePoint site ensuring that colleagues are able to access communication materials efficiently.

	<ul style="list-style-type: none"> Update and maintain brand PPT templates, photography, videos and other materials accessed to support IVCC's stakeholder engagement activities
Events and Conferences	<ul style="list-style-type: none"> Initiate and oversee the development and design of a wide range of high-quality publications and printed materials to support conferences and exhibitions for the organisation. Support colleagues and partners with presentations for conferences and events. Co-lead the planning and management of events and conferences, including the IVCC Stakeholder Forum.
General	<ul style="list-style-type: none"> Build and maintain effective working relationships with advocacy organisations Support the Director of Communications and Operations on advocacy initiatives across partners and advocacy organisations
Other	<ul style="list-style-type: none"> Promote equality of opportunity and inclusive practice in all aspects of work undertaken. Act in a manner that safeguards children and/or vulnerable adults as applicable to the role. Any other duties commensurate with the grade and nature of the role.

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COMPETENCY CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSMENT
Qualifications, Training & Knowledge		
Degree or equivalent level qualification and / or substantial experience of working in a comparable role	E	Application/Interview/ Assessment
Strong knowledge of social media channels including Facebook, Twitter and LinkedIn.	E	Application/Interview/ Assessment
Continuous professional development in communications or writing	D	Application/Interview/ Assessment
Experience		
Experience of communications at the industry / charity interface	D	Application / Interview
Exceptional digital skills across a range of multimedia platforms	E	Application/Interview/ Assessment

COMPETENCY CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSMENT
Excellent presentational, verbal and written communications skills including experience in copy writing, editing and proof reading with attention to detail.	E	Application/Interview/ Assessment
Experience of working on a day-to-day basis with a roster of external agencies and suppliers (PR, print, design etc.) ensuring deliverables are of a high quality, on budget and on time.	E	Application/Interview/ Assessment
The ability to deal with information in a confidential manner and respond with sensitivity	E	Application/Interview/ Assessment
Outstanding interpersonal skills with an ability to quickly establish good working relationships across internal and external stakeholders	E	Application/Interview/ Assessment
Experience of designing and delivering communications plans and strategies	E	Application/Interview/ Assessment
Work independently to manage the successful delivery of the communications workstreams that involve multiple partners and funders.	E	Application/Interview/ Assessment
Experience of working in a communications team either in-house or consultancy	E	Application/Interview/ Assessment
Experience of working in or with an organisation with strong Corporate Social Responsibility credentials	D	Application/Interview/ Assessment
Skills & Behaviours		
Knowledge and behaviours that support equality, diversity and inclusive practice	Essential	Application/Interview/ Assessment
Knowledge and behaviours that support safeguarding as applicable to the role	Essential	Application/Interview/ Assessment
Ability to interpret complex policy issues and communicate these in a compelling way to a wide range of audiences	Essential	Application/Interview/ Assessment
Ability to balance communication needs and outcomes of multiple partners and find solutions which satisfy all stakeholders	Essential	Application/ Interview/Assessment
Excellent administration, organizational, time management and prioritization skills.	Essential	Application/Interview/ Assessment

COMPETENCY CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSMENT
Capacity to manage own time effectively whilst working on multiple tasks to deliver outputs consistent with expected standards in terms of productivity and quality	Essential	Application/Interview/ Assessment
Advanced working knowledge of and skills in relevant computer software (eg Microsoft Word, Excel, PowerPoint, Adobe, InDesign, Photoshop, SharePoint, MailChimp)	Essential	Application/Interview/ Assessment
Demonstrable ability to present at business meetings	Essential	Application/Interview/ Assessment
Strong relationship skills and the ability to work cross functional groups	Essential	Application/Interview/ Assessment
Confidence and ability in dealing with people at all levels across disciplines and culture	Essential	Application/Interview/ Assessment
Knowledge of and skilled in simple video editing	Desirable	Application/Interview/ Assessment
Strong skills in and knowledge of website content management systems (particularly WordPress)	Essential	Application/Interview/ Assessment
Circumstances		
Able to travel nationally and on occasions internationally as needed to fulfil the requirements of the role	Essential	Application/Interview/ Assessment
Interest in international development, health or corporate social responsibility.	Desirable	Application/Interview/ Assessment