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Communications Manager (maternity cover)

JOB PARTICULARS

Application Deadline:

By 15th December 2021 (applications will be considered as they arrive)

The Partnering Initiative

21B Park End Street, Oxford, OX1 1HU, United Kingdom and Wales Charity no: 1154259

UK-registered Company no: 08528402

Communications Manager

The organisation

The Partnering Initiative is the leading independent not-for-profit dedicated to unleashing the power of partnership for a prosperous and sustainable future. TPI was founded in 2003 around a passionate belief that only through collaboration among business, government, NGOs and the UN can we tackle the greatest environmental, development and resilience challenges and transform societies.

For sixteen years, TPI has been internationally recognized as a pioneer in the development of the theory and practice of cross-sectoral partnering. TPI continues to push the boundaries through its cutting-edge work strengthening the enabling system that allows partnerships to thrive:

- encouraging supportive international and national policy;
- building platforms and other mechanisms in-country that can systematically catalyse partnerships;
- supporting international partnerships to operate as strategically and effectively as possible;
- helping major international organisations to undertake the change required to be institutionally effective at collaboration through its ground-breaking Fit for Partnering approach;
- building the skills and capacity of individuals for partnering (including through training, tools and guidebooks and research pieces).



TPI has built up a considerable reputation for ‘delivering above our weight’: both in terms of developing new theory, and codifying effective partnering practice; and in terms of our outreach, connections and engagement with the business sector, the UN and intergovernmental processes.

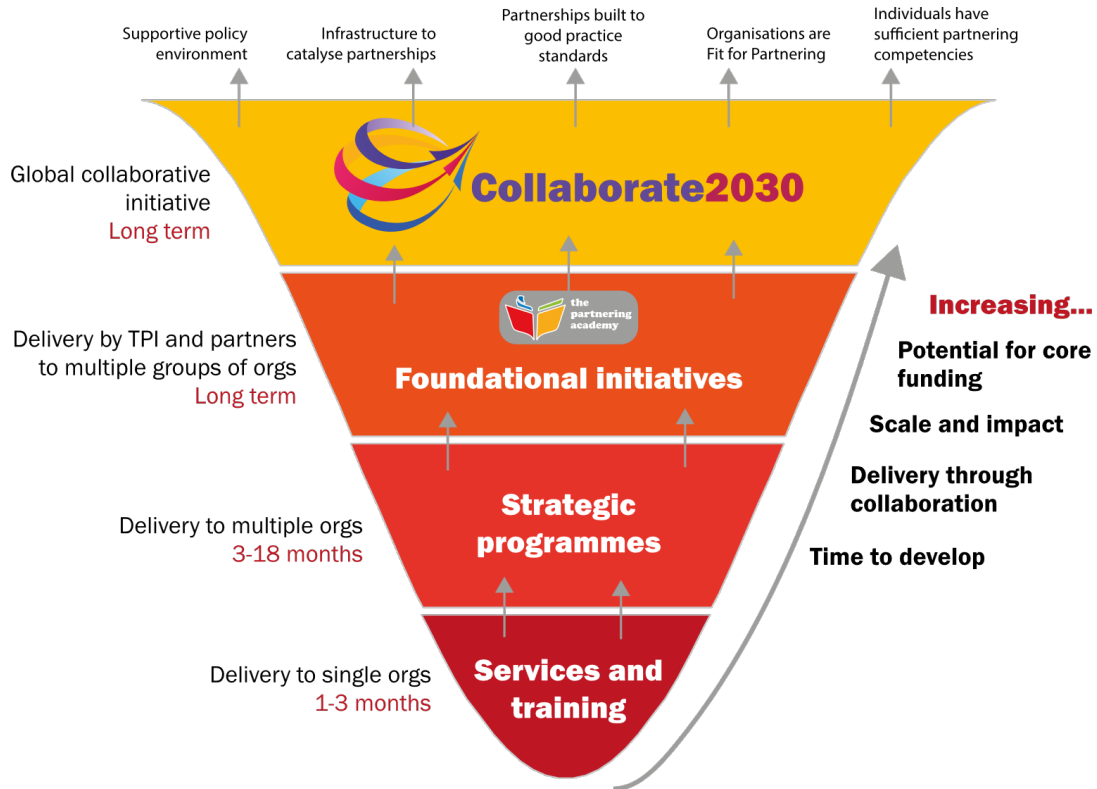
Delivering an ambitious vision

TPI’s ambitious vision is of a society in which collaboration and partnering become the ‘new normal’, in which we systematically collaborate to together make best use of the limited resources we have on this planet (natural, human and financial) in ways that can deliver the greatest value to all and achieve prosperous economy, thriving society and a health environment.

TPI’s theory of change and organising framework (“Collaborate 2030”) is based on the five elements above. To deliver towards the five elements, we work at three levels, with increasing levels of impact, complexity, need for collaboration, and length of time.

- 1) Services and training: Offering one-to-one support and training to partnerships and organisations; TPI also offers open training courses from time to time;
- 2) Strategic programmes: Medium term programmes working collectively with a number of key players around a particular issue and developing the state of the art of partnering in that area (e.g. Foundations and partnering programme);

- 3) Foundational initiatives: Longer term initiatives working with a range of partnering organisations to collectively deliver at scale (e.g. the Partnership Accelerator with the UN to help build platforms and capacities for partnering at country level).



Ways of working

You will be working with a core team (based mainly in the UK) bringing together a unique range of skills and backgrounds. As with any small organisation, each individual juggles multiple roles within TPI. The work is varied and often fast-paced, requiring rapid processing of information from multiple sources, and the ability to act in uncertain or ambiguous situations. Your colleagues are an incredibly supportive bunch, and the team will have your back. We try to practice what we preach when it comes to partnering.

The core team is supplemented by a dynamic international network of individuals and sister organisations, who will join you on projects depending on what is needed. Your ability to build strong relationships quickly with this diverse group of people will be called upon regularly. At TPI, you should be willing to contribute laughter and energy, both in the office (if you're within striking distance of Oxford) and through remote working.

The position

The Communications Manager role is a part-time position to deliver TPI's external communication as well as providing support to the TPI core team, including potentially graphic design / video editing.

Responsibilities

While the precise responsibilities would be dependent on the postholder's experience and the evolving needs of TPI, the following are typical:

Communications and website

- Website management and maintenance (we are currently in the process of re-launching the TPI website)
- Social media, maintaining TPI's [Twitter](#) and [LinkedIn](#) accounts

- Development and distribution of TPI's newsletter
- Coordination of blog posts for TPI's website
- Producing TPI publications
- Graphic design / audio / video development

Technical support

- As needed, technical support for webinars (familiarity with Zoom and Teams is a big advantage)

Competencies (skills, experience and personal characteristics)

All candidates must have the right to work in the United Kingdom.

Essential

- Native level fluency in written and spoken English;
- At least 4 years' communications experience, preferably in international development;
- Website technical knowledge and experience (preferably WordPress);
- Significant social media experience (Linked In and Twitter);
- Ability to think strategically and identify ways to improve communication efforts
- Exceptional editing and writing skills and be able to compose engaging and accurate content;
- Excellent organisational skills and ability to work under pressure, juggling multiple different priorities;
- Fluency in Microsoft Office 365 including Teams
- Must be resourceful and take initiative even when given minimal direction

Desirable

- A passion for partnership!
- Knowledge of Adobe InDesign, and Illustrator;
- Strong eye for graphic design
- Ability to edit audio and video files (preferably with experience of Adobe Premiere Pro)
- Experience of working with more than one societal sector

Salary and contract duration

This is a part-time position. The position is initially offered at 1 or 2 days / week depending on the skills the person brings. It is initially a maternity cover position for a minimum of three months but there may be the potential for longer term engagement as TPI ramps up its external comms.

Salary is in the range of £35k to £45k depending on experience.

Location

TPI's office is in Oxford, UK. The postholder can work either in the office or remotely, or a combination. Note that the postholder must have the right to work in the UK.

Useful to know

TPI employees benefit from 25 days' annual paid leave in addition to bank holidays and an 8% contribution to pension. We believe in a healthy work life balance and support flexible working.

Application process

Please send us (recruitment@tpiglobal.org): 1) your CV; 2) a short cover letter setting out why you're excited to work for TPI, what you bring, and **how you heard about the position**; 3) one or two samples of your work (you can simply include a couple of URLs in your letter if that's easiest).

Applications will be looked at as they come in, with December 15th as the final date. Candidates will be notified by December 17th if they have been short-listed.

Shortlisted candidates will be invited to interview, which will be held via Zoom.

For questions relating to the role or to your application, please contact recruitment@tpiglobal.org.

Every role at TPI is open to applications from all sections of society, regardless of race, religion or belief, ethnic origin, different physical ability, family structure, socio-economics, age, nationality or citizenship, marital, domestic or civil partnership, sexual orientation, gender identity, or any other aspect.

We particularly welcome applications from candidates from groups that are underrepresented in the UK charity sector.

We very much look forward to receiving your application.