



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Communications Manager and Blog Editor

Department/Division: Firoz Lalji Institute for Africa **Accountable to:** Institute Manager and Director

Competency	Criteria	E/D
Knowledge and Experience	Post-graduate qualification (or equivalent experience) in Journalism, International Development, International Relations, African Studies, Anthropology, Sociology and/or Geography	E
	Senior level understanding of communications and public affairs in research promotion, policy and publishing	E
	Experience in using communications to design and inform strategic objectives and advocating brand development at senior institutional levels	E
	Experience of running high-profile event programmes strategically and with high-profile stakeholder engagement	E
	Exceptional writing and editing skills for varied audiences and experience working with senior colleagues to improve outputs, including maintenance of team editorial standards	E
	A record in achievement delivering and evaluating campaigns across digital channels with buy-in across institutional stakeholders	E
	Experience of working in policy spaces and building policy networks for research impact	D
	Experience working across teams with the ability to deliver successful projects	E
	Experience working in the publishing sector	D



	A keen interest in African affairs	D
Communication	Excellent written and verbal communication skills and ability to engage in public scholarly debate, tailoring style to channels and varied audiences	E
	Experience of communicating strategies across a large organisation, forging long-term networks and influencing decision-making	E
	Experience of advising senior staff on best practice communications principles and delivering training, including editorial practices	E
	Ability to design and implement a communications strategy and to set and report against Key Performance Indicators	E
	Knowledge of communication platforms such as Word Press, Twitter, LinkedIn	E
Planning and Organising Resources	Ability to manage a diverse workload, working to tight and often competing deadlines with multiple internal and external stakeholders	E
	Experience of managing budgets and evaluating cost effectiveness of ongoing strategies	E
	Experience of designing and establishing systems and procedures to ensure effective project delivery	D
Teamwork and Motivation	A highly motivated staff member with experience of leading teams in a high-pressure environment	E
	Commitment to working as a part of a team and developing constructive relationships at all institutional levels	E
	Experience of training and providing guidance to both junior and senior staff members in communications	D
Liaison and Networking	Ability to network, consolidate constructive relations and create buy-in and trust with senior professionals in academic, policy, governmental, multilateral organisation and NGO sectors at all levels	E
	Ability to build and influence networks internally while representing the Institute with professionalism	E
	Experience building relationships and engaging with high profile individuals across geographies	D



Service Delivery	Ability to provide high-level service under sustained pressure and make decisions in a timely manner to shifting priorities	E
	Demonstrable ability to spot inefficiencies, inconsistencies and ambiguities in all aspects of work and evaluate processes and procedures to improve outcomes	D
Initiative and Problem Solving	Ability to think creatively and propose new strategies and ideas to advance project objectives and long-term goals	E
	Experience exercising excellent judgement when faced with complex problems and demonstrating initiative without supervision	E
	Ability to anticipate obstacles and generate solutions with stakeholders	E
Analysis and Research	Experience of designing own analyses and research to inform strategic objectives and develop communications delivery to meet institutional needs	E
	Ability to collate and apply audience analytics to drive communication and editorial strategic objectives	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.