

<p>Job title: Communications Assistant Status: Full-time, fixed-term 6 months, based in Lewes, Sussex, UK</p>	<p>Reports to: Head of Strategic Communications Unit: Global Health</p>
<p>Main purpose of role: To support the Strategic Communications team in implementing the DAI Global Health Strategy.</p>	
<p>Key tasks, duties and responsibilities:</p> <ul style="list-style-type: none"> • Draft, edit, update and proof copy for projects, internal communications and marketing including blogs, publications, newsletters to support alliance building and demonstrate our impact. • Facilitate brand consistency across all communications channels and support brand messaging, including updating digital media channels to support brand development and for upcoming events. • Provide support to knowledge management, information sharing and learning across DAI Global Health with other DAI offices and with external partners, including maintaining knowledge management databases. • Support administrative tasks including logistics for events and meetings, financial administration and contracting. 	
<p>Objectives and measurement criteria:</p> <ul style="list-style-type: none"> • Ensure copy and materials are of a high standard and in line with brand and publications guidelines and company strategy. • Complete specified tasks within the agreed period. 	
<p>Qualifications, knowledge, skills and experience:</p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> • Bachelor’s degree in health or international development related field • Excellent communication skills both written and verbal • Demonstrable ability to write and edit technical text • Experience of using Word Press, Joomla, Photoshop, Twitter, Facebook, Linked In, and Mail Chimp. • Experience of using databases for knowledge management • Strong organisational skills • Proactive, assertive and action-oriented with strong intellectual agility and ability • Excellent interpersonal skills – able to establish and maintain positive working relationships both internally and externally • Able to be flexible, versatile and tolerant in a changing work environment whilst maintaining effectiveness • Ability to work under pressure and to tight deadlines • Ability to communicate effectively in English • Advanced level of MS Office • Status: eligible to work in the UK <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Demonstrable understanding of and interest in international development and working in an international/multi-cultural environment • Experience of working with DFID/EU and other major European donors • Experience supporting consulting services or international development projects • Experience of working overseas, ideally in a development environment 	

This job description details the key elements of the role and is not an exhaustive list of all duties. Job roles evolve over time and job holders may be required to complete additional tasks in line with business needs.

- Experience of quality management systems
- Ability to communicate effectively in at least one other language
- Postgraduate degree in health or international development related field

How to apply:

Send a covering letter and curriculum vitae to comms@healthpartners-int.co.uk with “Communications Assistant” in the email subject heading by 18 May 2018.

Expected start date: 1 June 2018