



Communications Assistant

Responsible to: Principal Consultant, Communications & Knowledge Management team

The closing date for applications is Tuesday 31 July. In your application please include links to writing samples and/or digital content you have produced.

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The Role

Do you have a background and experience in communications and knowledge management? Do you have an interest international development and working for a consultancy? Do you want the opportunity to work with and learn from a committed and talented team who works hard and delivers outstanding results?

Then we are looking for you!

We are recruiting an energetic and motivated professional at Assistant Consultant level to join IMC's friendly, supportive and digitally-focused Communications and Knowledge Management team.

Your excellent writing, editing, and digital media management skills will help us improve the quality and quantity of the Communications team's storytelling projects, from online articles, to project reports, to scripts for podcasts and animated films.

You will play a lead role in planning our publishing calendar, and you will take stories from concept to publishing to assessing audience response. These stories will cover, for instance, our work building rural roads in Nepal, upgrading schools in Pakistan, and assessing the delivery of UK humanitarian aid in South Sudan.

Your support will help us develop a stronger, clearer online voice for the company that helps us win bids for international development projects, attract great job candidates, and demonstrate our expertise in technical fields such as infrastructure, monitoring, evaluation and learning, innovation, trade and investment, economics and finance, and water and sanitation.

This position requires strong abilities to plan content-publishing schedules and to publish to professional standard with short turnaround times.

Skills in design that can support the production of project reports, slide presentations, and other communications materials will offer an advantage.

The ideal candidate will be driven, proactive and dynamic in their approach to work, and share our passion for development and improving the lives of others.

Main responsibilities

- Communicate with colleagues to identify and quickly write ready-to-publish stories about projects they implement, in clear and jargon-free language, then make sure these stories are read by the right audiences, through email, email newsletter, our website and intranet, and our social network accounts on Twitter and LinkedIn.
- Support the production of communications materials to highlight IMC's areas of expertise, including website articles, social media updates on LinkedIn and Twitter, podcast and video scripting and email newsletters, company-wide updates on our intranet, and case studies from projects that we implement on behalf of donor agencies.
- Co-manage our social media accounts. You will co-manage the publishing schedule for our IMC Twitter and LinkedIn accounts, and you will support the growth of their communities.
- Offer daily support and assistance to the Communications and Knowledge Management team where and when necessary.
- Help our project teams in activity that relates to individual project communications strategies.
- Co-manage the company's intranet, ensuring it stays interesting and up-to-date, and encourage staff to use it to communicate and share knowledge.
- Support business development by tracking donor-funded communications-focused opportunities.

A typical day at work

Your day might include working with a colleague to produce a written story of about one of our projects, edit it, choose an engaging set of images with a team colleague, publish the story to our site, pull out some quotes and/or images that can then be posted to our social media accounts to promote the story, make sure the story is read by our primary audiences, and then assess the success of the story-publishing experience by looking at our audience analytics.

Afterwards, you might help us produce a first draft of a team brochure and slide presentation for our Engineering team, then help us plan the designs. If you have experience in publication design, then you will have opportunities to lead the layouts.

You might then also work with one of our other teams to help them make sure that the project proposal they are drafting for the review of a donor team is coherent, well-planned, and convincing.

About IMC

IMC Worldwide is currently working in more than 25 countries across Africa South, South East and Central Asia, Eastern Europe, the Middle East and the Caribbean. We deliver specialist consulting services to central governments, donor organisations and private sector corporations in developing and transitional countries, in particular in relation to development, management and infrastructure.

We work across a diverse range of sectors and disciplines bringing over 60 years' experience of working with government agencies, local authorities and with communities themselves to help address some of the most difficult development problems and barriers to poverty reduction. We work with all of the major international development agencies throughout the world including the UK Department for International Development, European Investment Bank, World Bank and Asian Development Bank and are looking to expand our client base in the private sector and with Foundations.

You can find out more about us and the work that we do by visiting the [IMC Website](#) and in our [Annual Review 2017](#).

Hours of work – This role is a full-time position. Full-time working hours are 37.5 per week.

Salary – Competitive salary based upon experience.

Annual leave – 25 days' annual leave plus Bank Holidays. The holiday year is 1 January – 31 December.

Location – The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site depending on availability.

Benefits – Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, company contributory pension scheme, childcare vouchers and cycle to work scheme. IMC also supplies free refreshments and fruit, and there is a dress-down day every Friday. There is also a non-contractual bonus system payable annually depending on performance.

PERSON SPECIFICATION - Assistant Consultant - Communications & Knowledge Management

	Essential	Desirable
Qualifications, understanding & training:		
Bachelor's Degree in the area of communications, journalism, or other field that necessitates strong research and writing skills	X	
Master's degree in a related field		X
Knowledge, understanding and/or interest in international development	X	
Experience:		
Minimum 1-2 years of professional experience within a creative agency, NGO, donor organisation, or international development consultancy	X	
Experience of writing good, edited articles	X	
Experience of using social media tools	X	
Experience of using IT tools, particularly Adobe InDesign and/or Photoshop		X
Abilities & skills		
Good organisational skills and time management, with the capability to prioritise tasks and adapt when necessary to meet deadlines	X	
Ability to write, edit, and publish with short turnaround times on a consistent basis	X	
Planning of publishing schedules	X	
Social media management, intranet management and website management (Wordpress CMS)		X
Good IT skills	X	
Excellent written and verbal communication skills	X	
Good attention to detail and ability to carry out administrative tasks	X	
Ability to liaise well with others at all levels	X	
Ability to work collaboratively on projects, as part of a team, and autonomously on own initiative	X	
Motivated and can demonstrate a conscientious, 'can-do' attitude	X	
A creative and innovative attitude with an ability to work in a flexible environment.	X	
Co-operative, supportive and enthusiastic team player	X	
Personal:		
Flexible attitude to meet the needs of the role	X	
Good interpersonal skills	X	
Commitment to IMC's objectives, ethics, values and Equality and Diversity Policy	X	
Enthusiastic, proactive and professional and committed to learning new skills	X	

IMC Competency Framework: Assistant Consultant - Communications & Knowledge Management

Competency	D	I	A	S
IMC values and ethics	X			
Business insight	X			
Bid and project management	X			
Technical/area specialisation	X			
Relationship management and working with others	X			
Leadership and resilience	X			
Impact and influence	X			
Decision making/ planning and organising	X			
Results orientation and continuous Improvement	X			
Financial and commercial awareness	X			

Key:

D – Developing

I – Independence

A – Accomplished

S - Senior Management Level