

JOB DESCRIPTION

Job Title:	Communications Coordinator	Grade:	AC2/3
Department:	Natural Resources Institute: Director's Office	Date of Job Evaluation:	
Role reports to:	NRI Portfolio Lead Innovation and Impact		
Direct Reports	Communications officer		
Indirect Reports:			
Other Key contacts:	Deputy Director, NRI NRI Portfolio Leads NRI Ass Heads SS and R&KE NRI Heads of Department Head of Development and Communications Office Head of Public Relations Principal Investigators Centre Leads Research Group Leads Innovation and Impact theme Leads. NRI IT team Marketing Team		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

The NRI Communications Specialist is the in-house focal point for NRI's communications outreach work relating to its research, training and development projects and programmes and the professional achievements of NRI as a whole.

You will seek to raise awareness and share information on NRI's research, teaching and development work among key stakeholders, partners and policy makers, both within the UK and internationally. This will be achieved by identifying new communication opportunities; providing co-ordinated engagement with key stakeholders; providing communications expertise for NRI's projects; synthesising and delivering key messages to existing target audiences, identifying and engaging new target audiences and providing communications support to NRI staff.

These aims are part of a wide and overarching objective of achieving better exposure and understanding of NRI's work, particularly amongst donor agencies, UK and international research organisations, development agencies and NGOs with whom the institute wishes to work in partnership.

You will be expected to refine and implement a Communications Strategy for NRI in collaboration with the NRI Leadership Team and to manage its implementation in pursuit of the University strategic objectives generally and NRI's objectives specifically.

You will liaise with the University's Communications and Recruitment Directorate, working within corporate and brand guidelines and in the context of corporate communications initiatives.

KEY ACCOUNTABILITIES:

The position will be based within the NRI Directorate.

The role is part of NRI Directorate a team of managers and professional services staff who manage NRI's IT and Communications and support NRI academics.

The role includes the supervision of a Communications Officer.

The role will require carrying out independent Communication content development and interaction with NRI staff, collaborators, customers and influencers in the fields of enquiry where NRI works.

Team Specific:

- Build collaborative working relationships with NRI staff to develop an understanding of the objectives, priorities and staff expertise of NRI on which to base communication activities with key external partners and stakeholders.
- Work with NRI Leadership Team and staff to define a comprehensive communications strategy for NRI. Identify opportunities for outreach and communication with new strategic partners and audiences, nationally and internationally, in order to support NRI's wider aims and objectives. Co-ordinate the gathering and analysis of information on the main stakeholders and audiences for NRI's work, in order to develop strategic actions;
- Develop and maintain a rolling 12 month calendar of communication activities to promote NRI. Activities will include:
 - Research, design and delivery of 'issue based' information products which draw on NRI's work in the lead-up to important UK and international events;
 - Synthesising, writing and designing materials for NRI outreach and other communications activities as required, both for specific projects and wider engagement.
- Maintain collaborative relationships with staff in the Public Relations and Internal Communications team in the university's Communications and Recruitment Directorate, liaising over press



releases, student and alumni information and responding to journalist enquiries relevant to NRI.

- Encourage and guide NRI staff in individual and team communications activities including the drafting of briefing papers for different audiences; thematic presentation of findings, lessons and achievements in research and development across countries and projects and the translation of research findings into policy relevant papers for publication.
- Develop and regularly update the content of the NRI website in collaboration with NRI Director, Deputy Director, NRI leads, Heads of Department and the NRI IT team.
- Manage the process of production of NRI publications – liaising with designers and publishers, preparing job specification and contracts and ensuring feedback.
- Contribute to the design and implementation of research projects and programmes and NRI's teaching and training activities by integrating communication principles, strategies and activities into project design and course content. Advise on mechanisms for effective information sharing and lesson learning among project partners, the policy community and relevant international organisations.

Generic:

- Be able to work independently, including potentially overseas.
- Work cooperatively with other team members.
- Contribute to a broad range of communication needs.
- Write/edit, to strict deadlines, and in a range of styles (academic, non-academic, media) coherent content.
- Undertake other duties as deemed necessary by the line manager

Managing Self

- Continuously improve own knowledge of people, administrative systems and University working policy
- Maintain own continuous professional development (CPD)
- Continuously strengthen effective interpersonal skills

Core Requirements

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;



- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

- The post-holder must be prepared to occasionally travel in the UK and overseas and work flexible hours as required by specific circumstances
- Any other duties appropriate to the post and grade

KEY PERFORMANCE INDICATORS:

Achievement of NRI Strategic Plan KPIs with relevance to communication.

Achievement of KPIs of University Strategies and sub-Strategies

KEY RELATIONSHIPS (External and internal):

External (to Natural Resources Institute)

Key NRI partners and collaborators

Academic and administrative staff in other Schools and Faculties

Design and publishing companies.

Internal (to Natural Resources Institute)

NRI Director and Deputy Director

NRI Lead, Innovation & Impact,

NRI Leads (Research Centres, Student Success Research and Knowledge Exchange, Post Graduate Research)

NRI Heads of Departments

NRI Academic staff, including ECRs.

NRI Administrative staff

NRI PhD students



PERSON SPECIFICATION	
Essential	Desirable
Experience <ul style="list-style-type: none">• Experience in assimilating complex information relating to natural and/or social sciences research or policy and reworking it into clear and concise messages tailored for specific audiences.• Proven experience of providing on-going support to organisations involved in communications outreach working with them and their stakeholders using appropriate media.• Knowledge of media in the UK and internationally, including new communication opportunities.• Experience in the management of content, design, production and delivery of information products	Experience <ul style="list-style-type: none">• Experience in the design and implementation of an effective communications and marketing strategy.• A basic knowledge and understanding of international development issues and the political, social, cultural and gender dimensions of communication.• Experience of working in a research, policy or tertiary education environment.• Experience of effective use of social media by organisations• Experience of design and development of communication components and skills for projects or programmes• Publications track record in communications/development journals.
Skills <ul style="list-style-type: none">• Excellent communication and interpersonal skills.• Excellent writing and editing skills for a wide range of audiences.• Ability to work independently and as part of a multi-disciplinary team.	Skills <ul style="list-style-type: none">• Ability to motivate, inspire and influence others with ideas.• Good presentational and facilitation skills.• Video editing and production, photography.• Computer literate (Word, Excel, Internet, Outlook,

<ul style="list-style-type: none"> Strong planning skills and attention to detail with proven ability to organise and prioritise tasks and to manage own time effectively and meet deadlines. <p>Qualifications</p> <ul style="list-style-type: none"> EITHER a Masters degree, or equivalent qualification, related to communications, marketing, PR, or a related discipline OR a degree with relevance to the work of the Institute. <p>Personal attributes</p> <ul style="list-style-type: none"> We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful 	Powerpoint, graphic design software, web site design).