



# Job Description

## Job Title: Global Communication Officer

<b>Reports to:</b>	Global Communications Manager
<b>Location:</b>	Central London
<b>Hours:</b>	14 hours a week
<b>Salary:</b>	£14 per hour
<b>Closing date:</b>	Wednesday 11 <sup>th</sup> August 2021
<b>Conditions:</b>	Temporary – Casual Contract Six Months

### Purpose of role:

The purpose of this role is to support Brooke's external visibility with a variety of professional audiences in the UK and internationally: NGOs, researchers, policymakers, animal and human health professionals, animal welfare experts etc.

Working within the Global Communications team in the UK and overseas, the role holder will help promote Brooke's work in global animal health & welfare, advocacy and research, demonstrating the value, impact and credibility of Brooke's work to the international development community and other professional stakeholders in order to grow our reputation and thought leadership.

### Key tasks and responsibilities:

#### 1. Coordinate the network of overseas communications staff

The role holder will work with communications staff across Brooke's country programme to ensure collaboration and knowledge sharing by:

- Organising regular meetings of the Global Comms Team
- Leading the organisation of the annual ICO conference
- Together with the Content and Communications Officer, coordinating requests for content from Brooke UK.

#### 2. Support capacity building of communications staff

Working with the Global Communications Manager, the role holder will identify capacity building needs of the Global Communications team and facilitate training and peer-to-peer knowledge exchange.

#### 3. Produce materials for professional audiences

Working with the Global Communications Manager, the role holder will facilitate the development, production and dissemination of a variety of communications outputs for Brooke's professional audiences by:

- Collecting information from a variety of internal and external sources
- Analysing information from Brooke's technical reports and studies

- Synthesising the information into formats suitable for their audiences, such as position papers, blogs, videos etc.

#### 4. Team work

The role holder will work across the communications teams in the UK and overseas as well as technical teams in the Programme Directorate:

- Communicate and collaborate with members of the Global Communications team and Brooke UK so that key content is used to its maximum potential across all relevant platforms and channels in an integrated and timely fashion.
- Communicate with colleagues in the Programmes Directorate to collect key technical material and identify visibility opportunities.

The post-holder may be required to undertake other relevant and appropriate duties as required. This job description is subject to regular review and appropriate modification.

#### General

- Follow the Brooke's equal opportunities statement which aims to clarify the value we place on diversity and steps we take to promote equality of opportunity for all.
- Perform such additional tasks as may reasonably be requested from time to time by the Line Manager.

Brooke Competencies	Skills & Abilities
<b>Self-Management</b>	Taking responsibility for own actions, behaviours and outcomes
<b>Learning</b>	Taking responsibility for own learning and fostering growth and development in others
<b>Relationship Building</b>	Creating and maintaining harmonious and constructive working relationships with others internally and/or externally
<b>Planning and Organising</b>	Ensuring that time and resources are utilised to best effect for the achievement of the Brooke's goals and our mission and that others are committed to agreed courses of action.
<b>Effective Decision Making</b>	Making clear, informed and timely decisions that lead to effective outcomes in line with the Brooke's mission.
<b>Change and Improvement</b>	Seeking out and developing new ideas and approaches, responding positively and constructively to change and fostering a culture of continuous improvement
<b>Collaboration and Cooperation</b>	Working respectfully, effectively and collaboratively with others in your team, across the organisation and externally to deliver effective outcomes.

<b>Communication &amp; Influence</b>	Communicating clearly, concisely and compellingly in a manner that is appropriate to the audience. Engaging respectfully with others both internally and/or externally to persuade them to adopt courses of action that are in the best interests of the organisation and the animals.
--------------------------------------	--

### Person Specification

*The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.*

Knowledge and experience		Essential	Desirable
<b>1</b>	Educated to degree level or equivalent vocational experience.	<b>X</b>	
<b>2</b>	Excellent journalistic and listening skills, including keen eye for detail, narrative development, nose for a persuasive story and great copywriting.		X
<b>3</b>	Strong project management skills and experience of managing complex projects across geographical boundaries and involving multiple stakeholders	X	
<b>5</b>	Excellent analytical skills; ability to analyse large amounts of complex information and synthesise into a variety of written and audiovisual formats	<b>X</b>	
<b>6</b>	First-class interpersonal skills and an ability to work sensitively within different cultural environments	<b>X</b>	
<b>7</b>	Experience of editorial management and publication production		<b>X</b>
<b>8</b>	Experience of tailoring content for different offline and online platforms		<b>X</b>
<b>10</b>	Experience of tailoring content to different audiences		<b>X</b>

*This job description is a written statement of the key aspects of the above job. This document details the main responsibilities, tasks and includes a note of the skills, knowledge and experience required for a satisfactory level of performance. A job description is not intended to be an exhaustive account of all aspects of the duties involved.*