



Scriptoria

Sustainable Development Solutions

Vacancy: Experienced Communications Specialist (Writer & Editor)

Job summary

Who we're looking for: We are seeking an enthusiastic and talented **communications specialist** with a focus on **content creation** and **communications strategy development** to join our Communications Services Team.

Location: Home (UK only) or office-based in South London.

Qualifications: Candidates must be educated to degree level. A post-graduate qualification in a subject area relevant to our work is desirable.

Experience: We are looking for someone with a background in the areas of international development, charity, science or health communications and at least five years' experience in writing, editing and communications strategy development.

Salary: £30,000, full-time (40 hours/week).

Criteria for selection and details of how **To apply** can be found on the following pages.

The role

As a communications specialist at Scriptoria you'll engage with a wide range of international development, science and health issues. We regularly work with the world's leading organisations in fields such as agriculture, water resources management, climate change and health, among many others. Being able to develop creative content about such differing subject areas is a crucial part of the role and what we believe makes it so interesting!

Main duties

- **Developing communications, campaign and event strategies** – you will develop strategies and implementation plans, which will help organisations to define their objectives and translate them into realistic and achievable outcomes.

- **Providing advice on communications materials** – you will advise clients and team members on communications materials to best meet clients' needs, choosing the right communications method and approach for a particular message, context and audience.
- **Writing, editing and proofreading** – you will write and edit copy for a wide range of materials and subject areas.
- **Liaising with clients and Scriptoria's project managers to agree briefs** – you will be involved in the concept development of communications products and will write or have input into briefs to ensure they meet clients' needs.
- **Ensuring quality standards, schedules and costs are met** – you will be expected to manage your own projects and liaise with clients. You will also have responsibility for setting and maintaining high quality standards and ensure that all work is delivered on time and to budget.

Criteria for selection

1. A minimum of five years' experience working as a content creator in the areas of international development, science and health issues, as well as developing communications, campaign and event strategies
2. A demonstrated flair for writing compelling, engaging text that effectively communicates key messages
3. A proven ability to develop and work to a brief, analyse and synthesise source materials and convey complex and technical information to non-specialist audiences
4. Strong project management skills and the ability to multi-task, meet deadlines and cope flexibly with a range of jobs to meet (and exceed) client expectations
5. The ability to choose the right communications method and approach for a particular message, context and audience, and write effectively to achieve the purpose
6. Excellent attention to detail, and the ability to copyedit and proofread documents
7. Excellent knowledge of Microsoft Office and Adobe applications
8. Excellent English language and communication skills and experience of dealing directly with clients (face to face and virtually)
9. Knowledge of the publishing process, different publishing media/formats and various communications tools and methods
10. The ability to work both as a member of a team and individually.

To apply

Please send the following to Alex James at: communications@scriptoria.co.uk

- **CV and one-page cover letter.** In your cover letter please (1) explain briefly why you would like to work for Scriptoria and why you think you are the kind of person we are looking for; and (2) outline how you meet the criteria for the job, making clear reference to the numbered list above. Please include examples of your most relevant experience, using specific examples wherever possible

- **Two recent examples of your writing** on international development, science and/or health issues
- A statement of when you would be **available** to start work and where you saw this job advertised.

Applications should be sent to: communications@scriptoria.co.uk

Deadline: 11:59pm UK time on 31 May 2021

Please note: We anticipate a high level of interest in this position and will shortlist and interview once a sufficient number of applications are received; we therefore recommend submitting your application early. We are unfortunately not in a position to respond to all applications; only shortlisted candidates will be contacted.

About Scriptoria

Scriptoria Sustainable Development Solutions is a world-leading team of communications, knowledge management and data analysis specialists with expertise in international development, research, science and health. The company comprises four service-delivery teams: Consulting, Data, Communications and Training.

Founded in 2001, we work with government agencies, donor-funded programmes, NGOs, academic institutions and private sector initiatives to help them manage their international development projects, capture information accurately and communicate results effectively to stakeholders.

We're a growing, dynamic and welcoming team, who place great value in working collaboratively and learning from each other. We all have a passion for making a difference in the world, excelling in our service to clients, and producing content of the highest quality.