



Scriptoria

Sustainable Development Solutions

Communications Officer, Social Media and Digital

Closing date for applications: 16 October 2024, 23:59 (BST)

Organisation: Scriptoria Sustainable Development Solutions (scriptoria.co.uk)

Contract: Full time, permanent

Location: Flexible (UK only): remote and/or London office, plus possible business travel

Salary: £35,000

Start date: ASAP

Are you a friendly and outgoing communications professional interested in working for the Communications Services team in a value-driven company that's focused on doing good? If you're creative and highly organised with demonstrated experience producing first-class social media and online digital/video content, and confident coordinating and delivering a range of communications projects, then this is the job for you.

Who are we

Scriptoria is a values-driven, ethically focused company with a strong international reputation for excellence. We specialise in helping third-sector and research clients around the world with their work to tackle sustainable development, poverty reduction, health, and climate and environmental issues. We work with governments, foundations, research institutes and international development organisations globally. The company is made up of four service-delivery teams: Communications, Training, Data and Software, and Consulting.

Who we are looking for

Our Communications Services team is seeking a talented **Communications Officer, Social Media and Digital**, with a background in sustainable development, science or health communications. The successful applicant will be educated to degree level with at least a 2:1 or 1st class honours degree.

You will need to be creative with the ability to produce social media campaigns, digital content and videos, and lead the development of engaging websites to tell our clients' stories. Plus, you'll need to be highly organised and able to juggle multiple tasks to coordinate and deliver a wide range of engaging communications materials. You should also be open to travel, as the role could require you to visit projects in Africa or Asia.

What you will do

You'll lead our social media and digital services for international development and research organisations around the world, as well as coordinating and providing advice on a range of other communications projects – covering topics such as climate change, health, poverty reduction, social



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equity, agriculture, water resources management, and green cities. You'll need to think strategically and creatively, respond effectively to emerging trends, and help our team develop and grow.

Your role will include:

- **Leading social media and digital communications services:** you will conceptualise, coordinate and deliver social media campaigns, videos, websites, newsletters and other digital products for our clients – leading innovative content strategies that drive engagement.
- **Content creation:** you will create social media content and assets, graphics, videos and animations. You will also develop design templates and mock-ups, format presentations and Microsoft Word documents, produce event materials and make website updates.
- **Project management:** you will be the main point of contact for specific clients and projects, gathering requests for new products and services, and coordinating content development and graphic design work with other team members to ensure that projects are delivered efficiently and effectively. This may lead to overseas trips for some clients.
- **Managing Scriptoria's social media and website:** you will lead Scriptoria's external social media marketing and ensure our website and digital landscape remains dynamic and up to date. You will test and advise the team on new tools or programs.
- **Business development as part of the team:** you will explain our work to potential new clients, showcase our many successful projects, increase the amount of digital work flowing into the company, and so ensure that Scriptoria's Communications team moves from strength to strength.

Working at Scriptoria

This role offers the opportunity to get involved in a variety of projects, gain experience in different areas and contribute to the diverse range of services that Scriptoria provides. As a small and collaborative team, we are looking for an enthusiastic team player who is happy to support a variety of tasks and develop further skills, as needed, in the role.

Our staff have the flexibility to work wholly or partly from home or from our office in Tooting, South-West London, during regular operational hours (08:30–17:30; 40 hours/week). If working from home, staff must have a working environment suitable for holding video-call meetings with clients. Wherever you work, you will interact regularly with other team members to share skills and exchange ideas.

You will have 25 days of annual leave per year, plus UK public holidays.



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Key skills and experience required

1. A 2:1 or 1st class honours degree in a subject area relevant to our work. A postgraduate qualification would be an advantage.
2. A minimum of five years' work experience in a communications role.
3. Extensive knowledge and use of social media channels (X, Facebook, LinkedIn, Instagram etc.), marketing platforms (e.g. for newsletters) and management tools (e.g. Hootsuite).
4. Experience using a range of tools to create digital communications materials (e.g. Canva and video editing software; Illustrator and Premier Pro would be an advantage) and content management systems (e.g. WordPress).
5. Understanding of the digital landscape, emerging trends, tools and best practices in social media and digital communications (including SEO, UI, UX, Information Architecture).
6. Demonstrated experience developing and implementing social media, digital and campaign strategies, and using reporting and analytics tools – with proven success in driving engagement and followers.
7. Strong creative flair with a strong understanding of best-practice design principles.
8. 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.
9. Excellent writing, editing and proofreading skills, with strong attention to detail.

Desirable characteristics

- a) Motivated and driven, with a strong desire to expand and build the company's social media and digital communications services work, including building a team around you.
- b) Innovative, able to think outside the box and develop inspiring campaigns and products that stand out and showcase our clients' amazing work.

How to apply

Please email the following to Cathy Jacob at: communications@scriptoria.co.uk

- **CV and a one-page (one-side) cover letter.** In your cover letter please (a) explain briefly why you would like to work for Scriptoria and why you're the type of person we are looking for, and (b) 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.
- A statement of when you would be **available** to start work, where you saw this job advertised, and confirming that you have the right to work in the UK.

Please apply by 16 October 2024, 23:59 (BST)



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N.B. By submitting your application to us you agree for Scriptoria to retain your details in line with GDPR. These will only be used in relation to recruitment.

Interviews will be held via Microsoft Teams on a rolling basis. Invitations to interview may be sent to candidates before the closing date for applications. Our advice is to apply early.

Please note: if you do not receive a response from us within six weeks of the deadline then we have not decided to proceed any further with your application.

About Scriptoria

Scriptoria Sustainable Development Solutions is a world-class 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.