



# Scriptoria

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## Sustainable Development Solutions

### Writer and Communications Strategist

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**Closing date for applications:** 4 May 2025, 23:59 (BST)

**Organisation:** Scriptoria Sustainable Development Solutions ([scriptoria.co.uk](https://scriptoria.co.uk))

**Contract:** Fixed-term 12-month contract (full-time or part-time), with opportunity to extend

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

**Salary:** £35,000–£38,000 per annum full-time (depending on experience)

**Start date:** ASAP

Are you ready to use your communications skills and strategic thinking in an exciting role? Join our dynamic and friendly team at Scriptoria as a Writer and Communications Strategist! You'll create impactful content for top-tier international development and research organisations around the world, working with leading experts in diverse fields such as agriculture, water resources, climate change and health. Your ability to navigate and engage with a variety of subjects will be key to this role, making every project an engaging and rewarding experience.

#### Who we are

Scriptoria is a values-driven, ethically focused company that has a strong international reputation for excellence. We specialise in helping clients around the world to tackle sustainable development, poverty reduction, health, and climate and environmental issues. Our Strategic Communications, Advisory & Strategy, Data & Software, and Training teams focus on knowledge management, data management and communications to help research, international development, government and other organisations better manage information and communicate their findings.

#### Who we're looking for

We are seeking a talented and experienced **writer and communications strategist**, with a background in sustainable development, science or health communications, to join our Strategic Communications team. You will be educated to degree level – if you have a postgraduate qualification in a subject area relevant to our work, even better. We are looking for someone with a passion for making a difference through communications, with a friendly, outgoing personality. You'll be interested in engaging strategically with international development and research projects to showcase results and enhance the impact of their work. You will also be encouraged to contribute to company-wide strategy and business development.

Your role will include:

- **Writing and advising clients:** you will write (and edit) copy for a wide range of materials and subject areas, and provide clients with advice on communications materials and approaches to best meet their needs.
- **Developing and implementing communications, campaign and event strategies:** you will develop and drive forward strategies and implementation plans to help organisations define their communications objectives and translate them into achievable outcomes.
- **Generating new projects and business:** you will have the opportunity to define your own role by supporting the team in generating strategic business opportunities – meeting clients and helping them to fully understand the benefits that working with Scriptoria brings.

## Working at Scriptoria

The 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.

Our staff have the flexibility to work wholly or partly from home (UK only) or from our office in Tooting, South-West London, during regular operational hours (08:30–17:30). 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 public holidays.

We are open to applications for part-time work, minimum 20 hours per week (salary and benefits would be pro-rated).

## Key skills and experience

1. A degree in a subject area relevant to our work. A postgraduate qualification would be an advantage.
2. A minimum of five years' experience, together with a track record in developing communications, campaign and event strategies, and advising clients on their implementation.
3. Extensive experience as a writer in the areas of sustainable development, science or health, with a demonstrated flair for writing compelling, engaging text that effectively communicates key messages.
4. 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.
5. Excellent attention to detail, and the ability to copyedit and proofread documents.
6. Experience in presenting to groups and facilitating workshops. Enthusiasm to travel would be beneficial for the role.
7. 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.

## How to apply

Please email the following to Cathy Jacob at: [communications@scriptoria.co.uk](mailto:communications@scriptoria.co.uk)

- **CV and one-page 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.
- **Two recent examples of your writing** on sustainable development, science or health issues.
- A statement of when you would be **available** to start work, whether you would prefer a role that is full-time (40 hours/week) or part-time (at least 20 hours/week), and where you saw this job advertised.

Please apply by 4 May 2025, 23:59 (BST).

*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-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: Advisory & Strategy, Data & Software, Strategic 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.