



JOB ADVERTISEMENT

MANAGER, COMMUNICATIONS

Full-time staff position based in the US.

January 2023



Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the program and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programs and consulting assignments to a wide range of government clients, international organizations, foundations and private sector clients.

Vision: Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

Mission: Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

Commitment: Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at www.integrityglobal.com.

How the Communications Manager role fits into the Integrity team

You will play a critical role at Integrity, supporting the delivery of communications materials as the company's US portfolio grows. Together with the Head of Communications and broader team, you will support the delivery of project communications outputs and practices. Meanwhile you will also contribute to Integrity's internal and external communications services, systems, and tools.

You will be based in the US and report to the Head of Communications in the UK who has oversight of Integrity's internal and external marketing and communications. You will work closely with the Vice President, Services, US in the design and delivery of work for our clients.

You will also work with external communications consultants and as a member of the Integrity communications team, you will build cross cutting team relationships that will ensure that we stay up to date on current communications and marketing tools and trends. Together we aim to deliver a range of sophisticated, impactful, evidence-based communications strategies, products, and tools.

Scope of Work

This is a mid-level role for a communications professional who can support the delivery of high-quality client-facing documents, cutting edge project outputs and company marketing materials.

You will support the production of professional, client facing documents and multi-platform outputs. You will play a key role in the delivery of contracted projects, working with project staff to oversee the communications strategies and deliverables for a growing project portfolio.

You will support the design of communications inputs to bids for clients including USAID and the World Bank. With an understanding of communications best practice models, you will work with the Head of Communications to help develop appropriate and innovative approaches, and methodologies to meet the needs of our clients and assure the quality of work. Key thematic areas include gender and social inclusion (GESI), health, fragility and violent conflict, climate security and humanitarian assistance.

This is an external facing role which you will engage and collaborate closely with a range of clients, partners and stakeholders on Integrity's Communications offering. This includes representing Integrity and promoting our work at key events and conferences.

Terms of Reference

Marketing and Communications Delivery (90%)

- Support with the production of professional, client-facing documents and outputs for Integrity's portfolio of projects.
- Produce reports and project documents (including presentations) into easily digestible and visually appealing reports of publishable quality.
- Use a range of tools (including MS Office and Word Press) to create outputs that comply with Integrity style guides.
- Liaise with Project Teams to define briefs and schedule production.
- Support finalization of proposals, capability statements and other marketing documents ready for submission to partners and clients.
- Copy-edit and proofread work to ensure that completed documents are delivered accurately and to an appropriately high standard.
- Manage the update and production of marketing materials for Integrity. This could range from leaflets and flyers to brochures and digital material.
- Maintain streamlined and well-organized repositories for Integrity documents, marketing materials, templates, and folders.

- Maintain and update Integrity's website (WordPress).
- Support the generation of content for Integrity's website, including project delivery information, staff profiles, job postings and news articles.
- Support in content generation for Social Media platforms, especially LinkedIn and the Integrity website, including the development of short news items.
- Assist in the production and distribution of the Integrity Newsletter.

Thought Leadership, Marketing and Brand (5%)

- Work with Integrity's Head of Communications to communicate approaches and methodologies, including our other established services with a view of promoting innovative practices and positioning the organization as a practice/thought leader.
- Work with the Graphics Design Manager to support developing clear and consistent external facing images across all platforms, which positions Integrity as a thought leader in key areas.

Strategy (5%)

- Support the Head of Communications to deliver team planning sessions.
- Work with the Head of Communications to build communications capability and support the delivery of the Company's Strategy and Plan.
- Support a learning and knowledge sharing culture and environment with both internal and external colleagues.
- Support internal and external communications activities in line with company priorities.

Your Experience and Expertise

It is **essential** that the successful candidate will have:

- At least 5 years of relevant experience.
- Outstanding communication skills.
- Working knowledge of MS Office and WordPress is essential.
- Skills and experience in copy-editing and proofreading.
- Proven ability to work to a specific in-house brand and style guides.
- Proven ability to stick to deadlines.
- A flexible and proactive approach.
- Previous interest in international development is beneficial but not essential.

It is **desirable** that the successful candidate will have:

- Editorial experience gained in a global context.
- Communications experience in relevant thematic areas.
- Experience of delivering communications that support the uptake of evidence by different audiences, including government.
- Experience of the use of monitoring and evaluation tools and techniques to support communications for impact.

Languages

- Written and oral fluency in English, with the ability to write clear and compelling narrative.

Competencies

You should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"> • Ethics • Leadership • Planning and Organising • Development and Continual Learning • Results Focus and Initiative • Teamwork • Customer Orientation • Communication • Managing Change 	<ul style="list-style-type: none"> • Analytical and Flexible Thinking • Achievement Focus • Managing Resources • Teamwork and Team Leadership • Customer Orientation • Influencing • Organisational Knowledge • Organisational Alignment • Strategic Thinking • Accountability • Developing Talent

Hybrid Working

Integrity is a hybrid work employer offering a flexible working model that supports a blend of in-office and working from home time. Each office has its own flexible working model to meet local needs and demands.

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **20th February 2023**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in the US.

Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by US data protection laws.