



**JOB ADVERTISEMENT**

# **BUSINESS OFFICER, COMMUNICATIONS**

Full-time staff position based in UK.

**April 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 programme 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, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

**VISION:** To set the international standard for ethically delivered expert services in complex and challenging contexts.

**MISSION:** We use evidence and learning to provide trusted advice and enable change for a sustainable future.

### **VALUES:**

- **Courage:** We work on many of the world's most complex problems. We stand against violence in all its forms. We are unafraid to stand up to illegal or unethical practises.
- **Objectivity:** We challenge conventional thinking. Our recommendations are not based on assumptions or ideology but evidence and learning.
- **Diligence:** We incorporate our best individual and collective intellect through rigour, reflection, and collaboration.
- **Accountability:** We take responsibility for the quality of our work and performance. We hold ourselves to account through clear policy and process, sustained by long-term profitability.
- **Sensitivity:** We understand the impact of our presence and our work, empathise with people's situations, and commit to do no harm.

**ETHICS:** Integrity upholds the highest ethical standards in our work, our employment of staff and our interaction with people. Through adherence to our core values, we ensure the best possible service, and benefit the communities amongst whom we work.

We commit to building a diverse and inclusive organisation where all feel safe and able to progress, contribute and be heard, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status.

Further information about Integrity can be found at [www.integrityglobal.com](http://www.integrityglobal.com).

## Scope of Work

*This position would suit an early career communications professional who has a good grasp of web and social media tools.*

The main responsibilities of the role (an outline of the full Terms of Reference below) include:

- Support the Head of Communications (HoC) to delivery high quality communications products and practices in line with the company strategy.
- Work across teams to support document production best practise, adhering to guidelines and style sheets.
- Work as part of the Communications team to identify opportunities to promote Integrity in line with core themes and global opportunities.

## Terms of Reference

### A. Website and social media support (40%)

- Support the generation of content for Integrity's website, including project delivery information, job postings and news articles.
- Working with HoC and external development contractors to ensure the Integrity website is maintained and technically well supported.
- Support content generation for Social Media platforms, especially LinkedIn, including the development of short news items and project announcements.
- Support HoC and Graphic Design to identify suppliers (designers, printers, editors, etc.) to produce and edit video, audio and other digital content, websites, infographics, and animations.

### B. Document Support (30%)

- Support with the editorial production of professional, client-facing documents, for Integrity's portfolio of projects.
- Copy-edit and proofread work to ensure that Integrity branded documents are delivered accurately and to an appropriately high standard.
- Support with the production of document style guidelines that reflect Integrity's high standards for projects and related outputs.
- Support with the production of Integrity marketing materials including capability statements and brochures.
- Liaise with Business Teams to support the production of proposals.

### C. Marketing and Communications Support (25%)

- Maintain streamlined and well-organised repositories for Integrity documents, marketing materials and photography folders.
- Assist with the publication of staff and consultancy recruitments when required.
- Assist in the production and distribution of the Integrity Newsletter.

- Attend strategic communications meetings including Communications Working Group and weekly editorial meetings.
- Maintain external events calendar – identifying opportunities to promote the Integrity brand in line with thematic priorities.

#### D. Learning function (5%)

- Provide peer support to colleagues to assist with the development of learning resources and deliver internal and some external learning events.
- Support organisational learning and innovation in communications work across the organisation.

## Your Experience and Expertise

You will have:

- Skills and experience in copy-editing and proofreading.
- Demonstrable experience with MS Word, PowerPoint and WordPress.
- Proven ability to work to a specific house-brand and style guides.
- Proven ability to stick to deadlines.
- A flexible and proactive approach.
- Previous experience in communications for international development.

It is **desirable** that you also have:

- Knowledge in multimedia production tools such as video editing.
- Knowledge and experience using data visualisation software, such as PowerBI.
- Degree or equivalent qualification in Marketing and Communications or other relevant subject is desirable but not essential, provided a strong portfolio of work can be showcased.

## Languages

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

## Core Competencies

You should also demonstrate the following core competencies:

### Level 1: Team competencies

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Ethics</li><li>• Leadership</li><li>• Planning and Organising</li><li>• Development and Continual Learning</li><li>• Results Focus and Initiative</li></ul> | <ul style="list-style-type: none"><li>• Teamwork</li><li>• Customer Orientation</li><li>• Communication</li><li>• Managing Change</li></ul> |
|---|---|

## 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](http://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 **5<sup>th</sup> May 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 UK.**

*Integrity is an equal opportunities employer. We encourage applications from suitably qualified and eligible candidates, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status. We will respect your confidentiality and abide by UK data protection laws.*