

Communications Manager

Location: Virtually-based.

Freelance: Up to 5 days a week | 6-month freelance contract

Rate: £160-200 per day depending on experience

School of International Futures (SOIF) is a young, dynamic not-for-profit organisation expanding quickly, focused on making the world a better place. These are exciting times for SOIF as we experience a period of growth across the organisation and seek to expand our Next Generation Foresight Practitioners (NGFP) programme.

We are looking for an effective and organised Communications Manager to join our team. This is a new position with a dual role, managing communications for both SOIF, the School of International Futures, and the NGFP programme.

As SOIF, we are seeking to sharpen our brand and voice to put our thought leadership and impact (including commercial impact) at the centre of the stories we tell. This includes connecting our work and insights into global public conversations. We are also establishing new systems and processes to help us better understand what communications resonate with our audiences. You will take a key role to support these ambitions and translate them into action.

Our NGFP practice, comprising Awards, Fellows and an innovative sensing-network, exists to accelerate the transformation of the next generation of changemakers. NGFPers use foresight to envision inclusive and equitable futures globally, and SOIF promotes their role in agenda-setting and connects them with today's decision-makers. In 2021 we have launched new initiatives in Africa – a pilot mentoring programme funded by the Small Foundation, and a participative futures project on Data Governance funded by Omidyar Foundation. Part of your role will be help collect impact stories and showcase the work of the network.

We imagine you'll have experience managing communications in a start-up, virtual or policy environment, with a particular focus on media and digital. You'll enjoy creating content with a proven ability to write for a range of audiences and purposes. You'll likely have experience of managing websites and social media presences, of creating compelling digital content, with an eye for clean writing and clear design. You'll be a good judge of what to prioritise in a busy environment with lots of competing content. You'll enjoy working with teams to surface insights, to tell stories, and to showcase content in a compelling way.

If this sounds like you, read on for more information on the role

Your responsibilities

During your five days a week, you'll work closely with our directors and social media lead to drive SOIF communications. You will also work closely with the NGFP Creative lead to develop and deliver on NGFP priorities.

Day to day activities will vary from week to week but are likely to include:

Responsibilities

- Shaping content strategies and plans for the NGFP and SOIF that enable both organisations to meet development and growth targets
- Managing the content calendar, prioritising activities against business impact, and supporting the team to deliver
- Using the NGFP's and SOIF's existing channels effectively and collaborating/partnering, in multiple formats, with other outlets to build further
- Making the most of content generated by the two organisations to drive awareness and impact (for example, through the annual NGFP awards and SOIF's thought leadership projects)
- Leading on internal content management and development processes across SOIF and in support to the NGFP practice
- Building a network of writers, graphic designers and content producers to support delivery of content
- Innovating across media and channels to drive and develop strategically relevant content initiatives, including through PR and media
- Helping members of the NGFP network to showcase their work working with internal and external communications partners
- Helping launch and deliver a new NGFP podcast working with the creative lead and NGFP fellows
- Working with the Social Media Lead to ensure that impact is measured and understood, and that content strategy adapts in response
- Ensuring that communications are consonant with brand, values, and tone of voice of the organisation and NGFP programme.

Skills and experience

Essential

- Well-organised, used to working effectively within and with virtual teams
- A demonstrable flair for shaping effective communications strategies
- Proven commissioning, editing, and writing skills
- Fluent English speaker with excellent written skills. Other languages are a welcome bonus.
- Proven social media management and analysis skills.
- Software and hardware that runs up to date versions of relevant programs, including programs for virtual meetings

Desirable

- Experience of working in a start-up environment
- Experience of using a range of collaborative programs, e.g. Google Docs

- Competence in Adobe Illustrator, InDesign, PhotoShop, or similar design programs.

Application

We are looking for the right candidate who can start in, or before, May 2021. An initial six-month contract with the possibility for extension.

Interested candidates should submit a CV and detailed cover letter to recruitment@soif.org.uk, with relevant writing samples and materials, or just drop us a line if you have questions.

The closing date for applications is Friday 16 April.

Interviews are expected to take place by teleconference in the week commencing 19 April.

All about us:

SOIF was founded in 2011. It is headquartered in the UK but works globally with a completely virtual team. We're looking for brilliant, values-driven people to join us on our mission to create positive social change through applied foresight.

We're a growing, not-for-profit team with big ambitions and a global reach. We deliver foresight with impact by designing for purpose, complexity and participation. With flexible, virtual ways of working, we're trying to design and build the human workplace of the future.

Our community is global and spans across governments, NGOs, philanthropic organisations, and the private sector. Our project approaches, across all three sectors, draw on a range of foresight, strategy and policy lenses, with an emphasis on insight, rigour and impact.

Our Next Generation Foresight Programme is an important and growing part of our activity, alongside our Intergenerational Fairness and other thought-leadership. Established in 2018, with the launch of the NGFP awards, the NGFP Sensing Network is now one of the largest global networks of next-generation future-alert activists representing over 69 countries across six continents around the world. Today the network has over 350 members.

Find out more about us at soif.org.uk and nextgenforesight.org