

DETAILS ON HOW TO APPLY FOR THIS JOB :	
<ul style="list-style-type: none"> • Please send CV & cover letter explaining your interest in this position to recruitment@galvmed.org • CLOSING DATE FOR APPLICATIONS: 14/06/17 • START DATE : 17/07/17 • END DATE : 17/11/17 • SALARY RANGE : £26K - £28K p.a. pro-rata • PART-TIME : 22.5 hrs per week / FIXED TERM : 4 months • LOCATION : Edinburgh 	
JOB DESCRIPTION	
JOB TITLE & DEPARTMENT: Communications Assistant, Policy & External Affairs Department	
REPORTING LINE & KEY INTERFACES:	
<u>Reports to:</u> Communications Officer, Edinburgh <u>Key Interfaces:</u> All members of the Directors Group, Communications Officer, P&EA team, Project and Programme Managers in MD&A and R&D teams, HR (internal communications), Business Development, Consultants/Service Providers, GALVmed partners	
KEY ACTIVITIES	
<ul style="list-style-type: none"> • Online/electronic communication: Communicating to internal and external audiences through a variety of electronic mediums. • Blog: Generate and publicise new blog posts from colleagues and partners. • Social media: Oversee the maintenance, promoted posts, updates and responses of the GALVmed social media accounts and research new social media opportunities. • Website: Oversee the update and maintenance of the GALVmed website and oversee the website developer's monthly maintenance and updates. <ul style="list-style-type: none"> ○ Work with relevant GALVmed staff and external web designer to produce quarterly website homepage infographics • Design: <ul style="list-style-type: none"> ○ Ensure the GALVmed brand guidelines are followed in all external and internal communications ○ Liaise with project managers, directors, printers and designers to ensure GALVmed publications and materials are produced in a timely manner according to brand guidelines. ○ Design publications, photo edit etc. in house on an ad hoc basis. ○ Advise South Asia and Nairobi offices on brand guidelines and design templates for future promotional items. • Writing and editing: Understanding technical content and summarising for GALVmed's various audiences. Editing content following GALVmed editorial guidelines and including GALVmed key messages. • Project communications: Support the Communications Officer with effective communications to projects and market development activities in the field in collaboration with Programme and Project Managers. • Merchandise: <ul style="list-style-type: none"> ○ Support the production of necessary promotional materials used in project implementation. Coordinate production and correspondence of seasonal partner thank you's. ○ Ensure that all offices provide twice yearly stock counts and updates for merchandise monitoring and efficient order processes. • Internal Communications: <ul style="list-style-type: none"> ○ Collect GALVmed Insider stories from colleagues, layout, design and edit newsletter. ○ Maintain consistency using GALVmed templates and key messages. ○ Oversee maintenance and update of internal photo and video library. • Launches and Events: Work with the Communications Officer to provide strategic advice to colleagues and actively intervene in these events. 	
MAIN PURPOSE AND SCOPE OF THE JOB	
Oversee the website, social media, internal newsletter, design, branding and work to support the Communications Officer with the operational side of the communications strategy.	
QUALIFICATIONS / EXPERIENCE REQUIRED (IN ORDER TO SUCCESSFULLY CARRY OUT THE JOB ROLE)	
<ul style="list-style-type: none"> • A degree in in a relevant field (journalism, public relations or English) • A minimum of 2 years' experience in communications/PR/journalism sector • Design skills (Adobe InDesign and Photoshop) • Excellent English writing and editing skills • Excellent verbal and written communication, interpersonal skills 	<ul style="list-style-type: none"> • Experienced in CMS (Wordpress). • Experienced in corporate social media • Good organisational skills and timekeeping with the ability to juggle priorities • Coordination of information/people • Works independently • Pro-active, a fast learner and team player • Cultural sensitivity