



Communications Officer, Funders Initiative for Civil Society

GLOBAL DIALOGUE

Job Description, July 2024

FICS' vision is a world where people, communities and movements can leverage their collective power to push for political, social, and economic transformation without harm, stigma or fear.

FICS' global analysis uncovered three drivers that stand in the way of this vision:

- The growing social and political power of anti-rights actors.
- The expansion and abuse of security powers, tools, and discourse.
- The concentration and abuse of economic power.

Our mission is to mobilise resources for transformative movements to defend and expand their civic space against these drivers. FICS does this by using analysis, convening, incubation, and experimentation to shift funder strategy and practice on the drivers of closing civic space. We strive to give funders the tools they need to expand civic space for those advancing democracy, human rights, social and economic justice, and environmental protection for the future. FICS aims to galvanise and influence a broader cross-section of funders to direct resources to disrupt, reform, and transform civic space.

We do this through:

1. Cutting edge analysis – short term and futures focussed research that keeps funders ahead of the curve in spotting opportunities and threats to civic space. This includes working across the field to map effective strategies while tracking donor resources and distributing learning on what works and what does not.
2. Building the field of funders – FICS activates and inspires a diverse cross section of funders to confront the drivers of closing civic space. Drawing from our analysis we create space for funders to connect, collaborate, and experiment with new ideas to expand civic space.
3. Incubation and resourcing – FICS nurtures pathways for funders and civil society to collaborate and test how resources can be used to expand civic space. We offer grant-making for nascent ideas and approaches, incubation of new infrastructure for civil society, and new funding mechanisms to help take this work to scale.

You can find out more about our work at www.fundersinitiativeforcivilsociety.org

Over the past three years we have experienced significant growth, launching two programmes [Civic Futures](#) and the [Global Narrative Hive](#) who are delivering ambitious new grant-making, learning and research programmes. The FICS team is currently made up of thirteen staff based in the UK, Kenya, Belgium, the Netherlands and the Caribbean.



This is a new role is intended to provide communications support to FICS and its programme teams – a key role in helping us to achieve our ambitions.

FICS is hosted by Global Dialogue, registered as a charity (1122052) and a limited company (05775827) in England and Wales.



Job Description

FICS is seeking a creative and committed Communications Officer to join the Development and Communications team. The purpose of this role is to deliver FICS' communications strategy, expanding our reach and producing engaging and accessible content. This role sits as part of the Development and Communications function, serving both the advancement of FICS' theory of change as well as working with the programmatic teams in a support capacity. In this position, you'll thrive on collaboration, working closely with various teams and working in a busy, adaptive environment.

Primary responsibilities will include:

FICS Communications

- Coordinating and producing high quality and creative content for FICS across our communication channels in accordance with brand guidelines.
- Ensure all communications are inclusive and accessible, keeping abreast of best practices in accessible design.
- Update FICS' websites, ensuring content is current, accurate, and aligned with brand guidelines.
- Execute social media strategies to increase awareness across platforms such as LinkedIn or X.
- Curate and maintain the picture library for FICS and its programmes, ensuring the availability of suitable imagery that aligns with brand guidelines.
- Supporting the Development and Communications Lead on a refresh of FICS' communications strategy, coordinating the process with internal teams to ensure alignment with organizational goals.
- Analyse data metrics from websites and social media to evaluate and monitor the effectiveness of communications efforts.
- Update the communications calendar, liaising with colleagues across FICS to ensure shared visibility of programmes' communications activities.
- Identify and compile relevant global news stories, building a bank of stories that can be referred to in fundraising and communications outputs.
- Stay up-to-date with the latest communications and digital marketing trends, putting these into practice in your role.

Programme Communications

- Provide communications support to programme teams, assisting in delivering dynamic and brand-aligned communication outputs, such as newsletters or blog posts, and evaluating their impact.
- Supporting programme teams with FICS and programme branded research publications, coordinating with authors and liaising with editors and designers to



ensure timely production and launch of quality outputs

- Champion, and advise, on programmes' adherence with FICS' brand guidelines

Internal Communications

- Collaborate with the Development and Communications Lead and Programme Manager to develop internal communications processes.

Administration

- Make good use of project management tools to ensure timely delivery of projects - keeping colleagues abreast of deadlines and expectations.
- Keep CRM records current by updating contact details whenever changes are flagged through auto-replies from newsletters.
- Maintaining Mailchimp in accordance with GDPR

Person Specification

We are looking for a Communications Officer who has flair and creativity bringing refreshed ways to talking about our work. We also need our new team member to be comfortable working in a growing and highly adaptive environment.

We are committed to being a diverse team and we are looking for talented people from a wide range of backgrounds, cultures and experiences who share our values.

In your application, you need to demonstrate how you address the following criteria:

REQUIRED

You will have:

- Experience in working in communications – supporting the implementation and evaluation of engaging communication campaigns (e.g. blogs, social media, website pages and video content)
- High quality and adaptable written skills in English, able to articulate complex ideas clearly and succinctly.
- Excellent attention to detail.
- Proven organisational skills, with excellent time management, the ability to manage a varied workload and to work flexibly within a small team.
- A high level of interpersonal skills, to effectively communicate with and coordinate within a team.
- Administering projects - ensuring deadlines and tasks are well communicated.
- Experience in using communications tools – particularly Mailchimp and Google Analytics.
- Excellent IT skills – including sensitivity to the relevance of digital security in human rights work and a thorough working knowledge of Office 365.
- Good understanding of the importance of confidentiality and GDPR legislation.
- Permission to live and work in the UK.



You will be:

- Interested in civic space and human rights.
- Committed to FICS' organisational values.
- Able to multi-task, plan ahead, and meet deadlines.
- Able to work on your own initiative and as part of a team.
- We are seeking someone who thrives in highly adaptive environments and is comfortable working in a 'start-up' culture. Our work at FICS grapples with large, expansive, and complex issues, shaping how we operate. As a start-up, we are looking for a proactive individual who is flexible, identifies new or improved ways of working, and has a 'pitch-in' attitude.
- Able to build effective working relationships, supportive of other colleagues and with good interpersonal skills.
- Committed to your own personal professional development.

DESIRABLE

- Skills in languages other than English
- Experience in inclusive and accessible communications.
- Experience in coordinating the publication of reports
- Previous experience in fundraising and events
- An understanding of philanthropy and communicating to philanthropic audiences.
- Experience using project management tools such as Asana and CRMs such as Salesforce

Terms and Conditions

Hours	This is a full-time role, although we would also consider offering the role to a pair of candidates applying together as a job share or at 4 days/wk (0.8 FTE).
Terms	Permanent contract, subject to funding, with an eight-week probationary period.
Remuneration	<p>This role has been benchmarked at a UK salary of GBP £34,208 pro rata.</p> <p>We offer a range of benefits including 25 days' holiday plus bank holidays (pro rata). Global Dialogue contributes 6% to its workplace pension scheme, has a flexible working policy, and offers personal development leave.</p>
Location	This is a hybrid, UK-based role. You will work predominantly from home. UK-based colleagues are expected to attend two working days (Tuesdays) in London each month as part of their regular working pattern and commute. You may be asked to participate in other in-person meetings; for these additional meetings, you would be given reasonable notice and travel expenses would be paid.



Reporting to

Development and Communications Lead

To Apply

Please send an email to emily@global-dialogue.org by gam UK time on 27 September 2024 with the phrase Communications Officer and your name in the subject line. Please confirm that you are eligible to work in the UK in your email.

You should attach a CV and two-page cover letter setting out why you are interested in this role and how you meet the criteria set out in the person specification. Shortlisted candidates will be invited to interview online the week commencing 7 October 2024.

Questions can be received by email to emily@global-dialogue.org or submitted anonymously on the [Padlet](#), where for transparency, responses to any questions we receive before the deadline will be published.

We are committed to the employment and career development of disabled people. We will make reasonable adjustments during the recruitment process and during employment. Please contact FICS Deputy Director Abi Knipe at abi@global-dialogue.org if you would like to discuss this further.

If you declare that you have a disability and meet the minimum criteria for the job we will offer an interview to give you the opportunity to demonstrate your abilities at an interview. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each competency as well as meeting any of the qualifications, skills or experience defined as essential.

FICS is hosted by Global Dialogue, a registered charity (1122052) and limited company (05775827) enabling innovative and collaborative philanthropy.

As part of any recruitment process, Global Dialogue collects and processes personal data relating to job applicants. Global Dialogue is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read our [Privacy Notice for job applicants](#).

