

Job Specification: GISF Research and Communications Manager

Scale:	UK 4
Line managed by:	GISF Executive Director
Responsible for line managing:	GISF Research and Communications Assistant and GISF Admin and Projects Assistant (Comms)
Location:	London Affiliated

GISF Vision: Aid workers and operations are safe and secure to achieve sustainable access for populations in need

GISF Mission: GISF drives positive change in security risk management (SRM) across the humanitarian sector through original research, collaboration and events.

GISF Values:

- GISF operates according to the fundamentals of the *humanitarian principles*, i.e. humanity, impartiality, neutrality and independence.
 - GISF takes a professional, member driven and *collaborative* approach to its' work.
 - GISF aims to remain relevant to its' members and the broader sector through continuous *innovation* and added value.
 - GISF champions *inclusivity* across SRM and operates in a transparent, accessible and open manner.
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Job Purpose:

The role of the GISF Research and Communications Manager is to oversee the production of leading original research pieces and guides responding to global humanitarian trends and member needs, as well as ensuring information sharing, dialogue and analysis for humanitarian security risk management, amongst the GISF members, other NGOs, academia and think tanks across the humanitarian and associated sectors. This role plays a key part in GISF to promote networking, coordination, and capacity building activities across the humanitarian sector, including NGO coordinating bodies, UN agencies, institutional donors and consultants.

Job Description

Managing GISF's Research function:

- Lead GISF's team to produce relevant and original research papers and best practice guides.
- Proactively monitor the changes in the humanitarian and aid sector and global debate on humanitarian security risk management, including an overview of global threats, to ensure development of timely research initiatives and events.
- Identify relevant research topics and initiate, develop and manage the research projects and good practice guides. This includes:
 - managing consultants and service providers as required – complete project ToRs and managing deliverables to meet GISF needs
 - inputting into and oversight of contracts
 - forming working and peer review groups
 - reviewing and editing drafts and overseeing online versions
 - overseeing translation of documents
- Identify opportunities for participating in and leading joint research and collaborative learning projects with NGOs, policy bodies and academic institutions.

Managing GISF's Communication function:

- Ensure an integrated research and influencing approach is taken when developing and implementing the GISF communications strategy

- Lead in developing and promoting the use of evidence-based recommendations for sector influencing and to enhance GISF's position as a global centre of excellence for SRM.
- Manage the ongoing development and implementation of the GISF communications plan.
- Oversee the development of thematic and contextual communications material for internal and external use (blogs, articles etc), with inputs from GISF team and other experts.
- Lead the development of social media and other communications to ensure GISF's activities and outputs reach the right audiences.
- Ensure the GISF website, including the library, is maintained, updated and expanded to remain a key global resource for security risk management for the humanitarian sector.

Managing Research and Communications team:

- Manage the Research & Communications Team which currently includes the Research & Communications Assistant, the Admin & Projects Assistant (Comms) as well as a 'dotted line' management responsibility for the Americas based Research & Communications Assistant.
- Manage the research budget and develop research based proposals for funding opportunities
- Support the GISF Executive Director and the secretariat in organising bi-annual GISF forums, as well as other specialist workshops and webinars.

Networking and Coordination:

- Identify, network and communicate with security risk management specialists from the humanitarian and other sectors and act as a hub bringing different experts together to support new and ongoing projects.
- Represent GISF at relevant international forums and events, presenting GISF projects to a wider audience.
- Promote informed dialogue on security risk management issues in the humanitarian sector as a whole.
- Develop GISF's ability to enhance information sharing and exchange of good practice within and between NGOs and other stakeholders.
- Identify events for the dissemination of GISF projects to the broader humanitarian community.
- Contribute to research projects for other stakeholders in the sector.

All UK staff are expected to undertake the following general duties:

- Work within the framework of MAG / GISF's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG / GISF policies and procedures and keep informed of GISF activities
- Undertake and apply learning from appropriate training and development programmes.
- Travel internationally, as and when required.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's / GISF Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with GISF's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. Staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience

- Experience of humanitarian programme or policy work at field or head office level
- Experience and a track record of success in policy and project development and research
- Experience in managing consultants and contracts

- Experience of developing and implementing communication plans, including social media and website content.
- Experience of representing organisations externally
- Experience of managing a small team

Essential Skills

- Excellent writing and editorial skills in English
- Good project management including experience of developing budgets and working within their constraints
- Proven initiative and ability to manage a complex workload, working at times to tight deadlines
- Proven ability to build relationships from a distance with a wide range of stakeholders
- Conceptual thinker with solid problem-solving and analytical skills
- Strong communications skills (both written and verbal) at a level appropriate for high-level external representation (presentations), and the ability to tailor communications to different audiences
- Excellent interpersonal skills, including the ability to work with different stakeholders, supporting others to work collaboratively to solve problems.
- Meticulous attention to detail and accuracy of information.

Essential Aptitude

- Strives to achieve excellence
- Can represent and promote GISF at various levels
- Can think and work independently to prioritise and meet strict deadlines.
- Resilience and stamina to manage a varied and demanding workload with competing demands and priorities
- Innovative, creative, assertive, and pro-active
- Willingness to travel for a minimum of four - six weeks per year
- Committed to the vision, mission, and values of GISF.

Qualifications

- Post-Graduate qualification or equivalent experience

Desirable

- Familiarity with aspects of and approaches to security risk management
- Good understanding of content management systems for websites
- Familiarity with the humanitarian system
- Working knowledge of other languages

Signed employee:	Date:
Signed manager:	Date: