Communications Officer (6-month parental leave cover. Part-time 20 hours per week)

Policy Links, IfM Engage, University of Cambridge

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Closing date: 15 April 2022

Policy Links is a global not-for-profit innovation policy consultancy unit that works with governments to develop effective industrial innovation policies. The team provides consultancy services and capacity building programmes bringing together the latest academic thinking and the international best practice on policy implementation. We have extensive experience providing independent advice to governments, international organisations, and development banks in both developed and developing countries.

The Policy Links Unit works closely with UK and international practitioners to provide policy evidence, build capacity and facilitate policy dialogue. It forms a part of Cambridge Industrial Innovation Policy (CIIP), a dedicated community at the University of Cambridge that takes a unique perspective on innovation policy from the fields of technology and engineering.

We are seeking a Communications Officer for a part-time role in promoting our work on industrial innovation policy.

In this role, the Communications Officer would help to disseminate the work of the Policy Links Unit and CIIP to target audiences of policy makers, civil servants, the wider policy community and the informed public in the UK and internationally.

Policy Links is based at the University of Cambridge, and is part of IfM Engage, the consulting arm of the Institute for Manufacturing. The salary for this role is £30,000 per annum, pro-rata plus benefits including discount portal, cycle to work and healthcare cover.

The role is primarily based at the IfM, Charles Babbage Road, Cambridge, with hybrid working arrangements considered.

Key responsibilities for this role include:

- Editing our ongoing series of blogs from Policy Links experts
- Communicating new reports and outputs to our target audiences, using our social media channels, mailing lists and other networks
- Updating the CIIP website
- Coordinating the production of supporting content such as explainer videos as required
- Helping to further promote our flagship UK Innovation Report
- Providing editing support on other output and reports as required
- Supporting related CIIP communications activities as required

Find out more about Cambridge Industrial Innovation Policy: https://www.ciip.group.cam.ac.uk/

This role works closely with the Stakeholder Engagement Lead, Head of Policy Links and IfM Communications Manager
Skills and attributes

Essential:

- Experience editing and/or writing blogs and short-form opinion pieces
- Good interpersonal skills and the ability to work across multiple teams
- Knowledge of the UK and international policy space and/or industrial innovation
- Writing to a very high standard: able to turn research outputs into engaging content
- The ability to quickly gain a broad understanding of CIIP outputs and target audience
- Relationship building and networking skills – ability to develop good working relationships
- Experience of delivering effective multi-channel communications campaigns
- Self-starter with the ability to manage multiple tasks

Desirable:

- Experience of producing other forms of content including videos, podcasts and infographics

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<th>Aims</th>
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| Raise profile of Policy Links outputs among target audiences | - Communicating new reports and outputs using our social media channels, mailing lists and other networks
- Coordinating the production of supporting content
- Helping to further promote our flagship UK Innovation Report | 40%  |
| Maintain the web presence and distinct identity of CIIP | - Updating the CIIP website
- Supporting related CIIP communications activities | 20%  |
| Support Policy Links team with editing and communications | - Editing our ongoing series of blogs from Policy Links experts
- Providing editing support on other output and reports as required | 40%  |

To apply for this role, please send your CV and covering letter to: Alison Martin, Senior Office Administrator ifm-engage@eng.cam.ac.uk