



Job title:	Content and Communications Officer
Location:	DEC Secretariat Office, 17-21 Wenlock Road, London, N1 7GT
Reporting to:	Content and Brand Manager
Direct reports:	None
Salary:	Circa £30, 000 per annum
Contract status:	Full time, Fixed Term until March 2024

Introduction

Who we are and what we do

The Disasters Emergency Committee (DEC) is a unique and dynamic membership organisation which comprises 15 of the UK's leading humanitarian agencies: ActionAid, Action Against Hunger, Age International, British Red Cross, CAFOD, CARE International, Christian Aid, Concern Worldwide (UK), International Rescue Committee, Islamic Relief Worldwide, Oxfam, Plan International UK, Save the Children, Tearfund and World Vision.

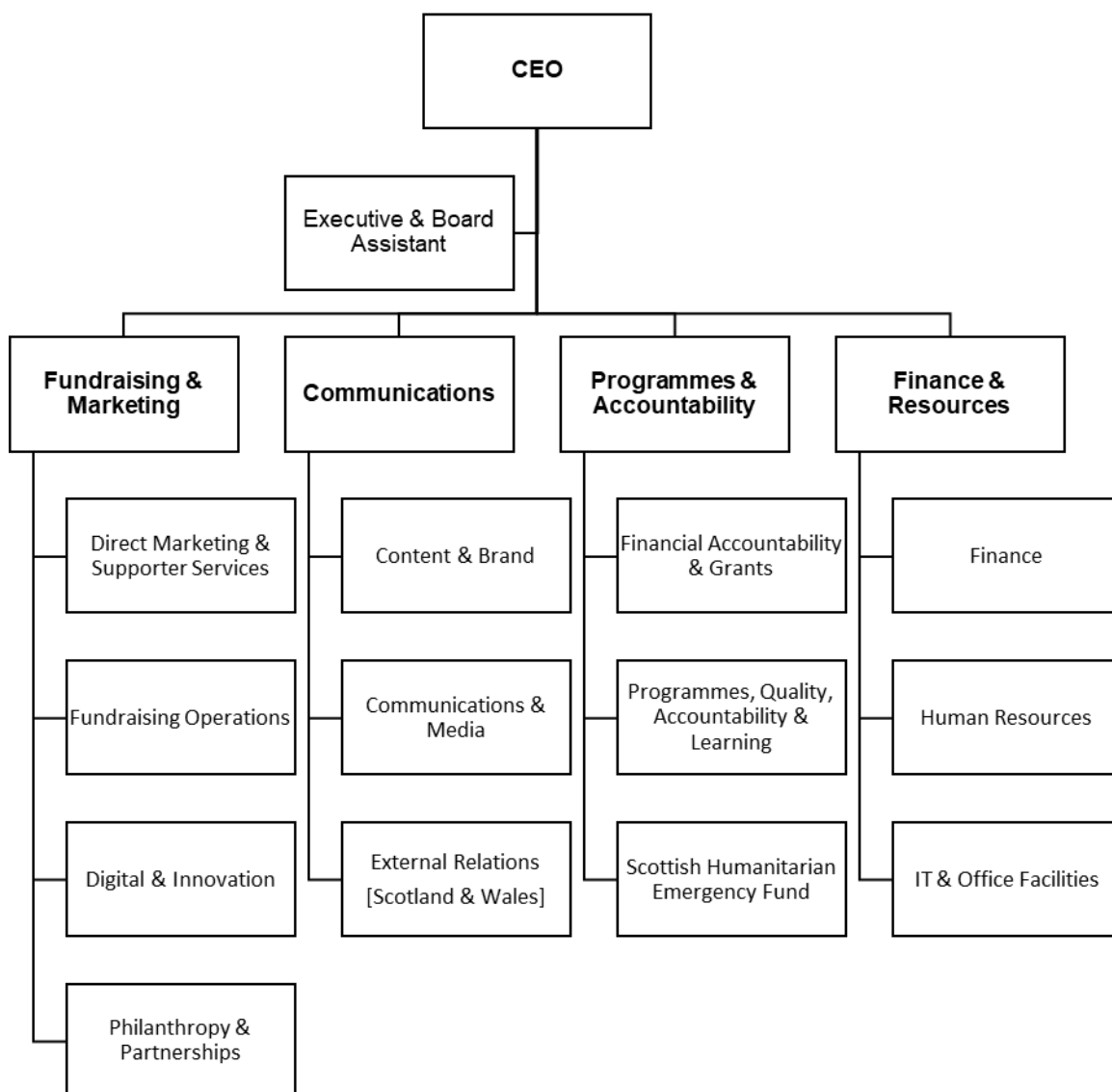
Since it was founded in 1963, the DEC has run over 70 fundraising appeals and raised more than £2 billion to help save lives and protect livelihoods in disaster-affected communities around the world. Current live appeals are the Ukraine Humanitarian Appeal and Pakistan Floods Appeal.

The DEC launches appeals when there is a humanitarian emergency of such magnitude to warrant a national UK response. DEC fundraising appeals benefit from unique corporate partnerships through our Rapid Response Network and the combined expertise of our member agencies, resulting in wide reaching appeals across high profile TV, radio and an increasing number of digital channels.

The majority of DEC funds are raised over an intensive two-week period following a disaster. Appeal funds are specifically for overseas humanitarian work and are normally spent over a two or three year response period. An important part of the DEC's remit is in learning, accountability and sharing information.

The DEC Secretariat is funded by contributions from its member agencies and is responsible for the day-to-day running of the DEC. There are currently 32 staff members, freelancers and agencies and a small number of dedicated volunteers, all working together to promote our strategic values of collaboration, accountability & transparency, learning, humanitarian, and impartiality.

DEC Structure



Purpose of the Role

Working closely with the Content and Brand Manager, you will play a vital role in ensuring the DEC has powerful imagery, videography, and case studies to inspire, inform and account for how appeal funds are being spent. You will help ensure that all these are appropriately consented and captioned, sharing these with those who need to use the resources across the DEC and its membership.

You will use your creative and design skills to edit photos and videos in line with DEC ethical guidelines creating content for DEC owned channels as well as preparing content for sharing with the media and others.

In addition, this role will support the DEC communications team with day-to-day activities and help support the additional reporting needs following the scale of response to the Ukraine Humanitarian Appeal.

You will fully engage in the DEC's team and working values of, dynamism, openness, collaboration, empowerment, and innovation.

Key Responsibilities and Competencies [standard and appeal specific]

Photo Database

- Liaise closely with Deployment Managers to log and process all incoming content from DEC content commissions.
- Work with the deployment managers to ensure consent, pseudonyms, captions, and other key requirements are in place for all content.
- Review all content for sensitivities, flagging any concerns to the Content and Brand Manager, subsequently editing, as appropriate.
- Accurately upload all content to our *ResourceSpace* database. Pay careful attention to detail and complete all metadata requirements, ahead of publication approval from the Content and Brand Manager.
- Maintain and improve accessibility of the *ResourceSpace* database, ensuring content is up to date, accurate and relevant.
- Oversee and support colleagues with login, account, and content collection requests.

Content; Sourcing & Accountability

- First point of contact for all content queries including access and other queries relating to the *ResourceSpace* library, sharing latest content collections on Slack channels, and meeting specific requests for all DEC colleagues as well as member, corporate, media and other requests.
- Present an overview of new content in a visually accessible format (i.e., via a Miro board) when required and in preparation for a campaign.
- Liaise with DEC member content teams to proactively review, source and upload content produced by members.
- Source content from media agencies when required and upload with appropriate credit, captions, and licensing details.
- Work closely with Grant Managers in the Programmes and Accountability department to understand content opportunities across appeal programmes.

Content; Editing and Creation

- Edit photos, videos, and text in line with DEC ethical guidelines and carry out risk assessments with the Content and Brand Manager and other colleagues. This entails basic Photoshop and video editing skills such as blurring sensitive information.
- Create media products including b-roll films, short social media videos, and other assets as requested.
- Contribute creatively to the communications team content plans.
- Work closely with the Media and Communications Officer to plan and deliver content for social media, the DEC website, and other channels.

Appeal Specific Responsibilities (2 weeks-Period of Joint Action [PJA])

- Act as the content librarian, uploading, logging, and sharing content.
- Provide content and communication updates in the Daily Content Meeting.
- Perform additional administrative and communications support functions as requested by the wider Communications team.

Competencies	Grade	Description
1. Delivering Quality Results	B	Demonstrates excellent project management skills within team
2. Planning	B	Is aware of others' activities and vice versa in planning activities
3. Analytical and Innovative Thinking	B	Works confidently with data and uses evidence to support work and come up with new solutions
4. Communications	C	Communicates complex technical and/or sensitive/high risk information effectively
5. Team Working and Collaboration	C	Develops external networks to increase internal thinking/learning
6. Leading and Motivating	B	Manages own development and seeks opportunities
7. Resilience	B	Remains professional under external pressure

Person Specification

The Content and Communications Officer will be selected against a robust set of competencies. Candidates will be required to demonstrate experience and achievement against the majority of the following areas:

	Essential	Desirable
Education / Qualifications		<ul style="list-style-type: none"> Educated to degree level, or able to demonstrate a similar level of ability by experience.
Experience/ Knowledge	<ul style="list-style-type: none"> Proven experience of supporting a team. Proven experience of managing content. Proven experience of producing social media and owned digital channel content. 	<ul style="list-style-type: none"> Experience of working in a communications team. Experience of using content management systems (i.e., ResourceSpace).
Skills	<ul style="list-style-type: none"> Demonstrable basic video and photo editing skills. Demonstrable technical ability with all usual computer software packages [Microsoft Office, Adobe Acrobat] and content databases. Strong interpersonal and collaboration skills. Effective time management and organisational skills, with the ability to manage a varying [and competing] workload. Proactive, approachable, diplomatic, and constructive communicator, both orally and in writing. 	<ul style="list-style-type: none"> Interest in humanitarian and development issues. Evidence of innovative thinking or working on creative projects. Interest in ethical storytelling.
Organisational Culture and Mind Set	<ul style="list-style-type: none"> Ensure DEC's values are upheld and integral to all your work throughout your DEC journey, including ethical gathering and use of content. Open to effective, personalised support for managing a healthy work-life balance. Acute self-awareness, maintaining behaviour and conduct of the highest standards of professionalism and respect as an ambassador for the DEC. Actively contribute to make the DEC a diverse and equitable workplace through inclusive practice and openness to different perspectives, cultures, and ideas. Embrace the working culture of a progressive learning, and demanding humanitarian secretariat, seeking insight and using problems as opportunities to learn. 	

Policies and Procedures

- Familiarity with, and adherence to, DEC's policies and procedures, including but not exclusive to Code of Conduct, Health and Safety and Dignity at Work. Policies will be updated from time to time, and in response to best practise/legislative changes.
- Hybrid Working; The DEC has adopted a hybrid model of working. Our headquarters are in London, and office-contracted staff are [currently], expected to be present in the office at least 2 days a month. Staff are encouraged to come into the office to facilitate face to face meetings and to enable interaction with internal and external staff. However, the DEC recognises the benefits of working remotely, both in terms of work focus and of work-life balance. Specific working patterns will be agreed with the line manager at the commencement of the contract.
- Working hours and travel; the post-holder may on occasions be required to work additional hours in response to an emergency [see PJA below], events held outside office hours, or to extra workload. Where possible, notice of this will be given and TOIL (time off in lieu) is available.
- Period of Joint Action [PJA]; when approval is met for launching an appeal, the DEC will launch a Period of Joint Action [PJA] with its members, usually for 14 consecutive days [which includes weekends]. There is an expectation for colleagues to be able to work additional hours during this time and attend [daily] 9am updates. The DEC acknowledges that the PJA comes with some pressure, and whilst the DEC provides as much emotional and financial support as is possible, it is only fair to state that this period of time will be intense and may have an impact on your personal, time and commitments. Any hours worked in excess of contractual hours during this period will be recovered through the DEC's Time Off in Lieu scheme.

Benefits

- 25 days annual leave plus statutory public holidays.
- HealthCare Cash Plan, providing an array of health services, [£1,660 cash value, per year], with access to an Employee Assistance Programme.
- 8% Employers pension contribution (post probation).
- Season ticket loan (post probation).
- Cycle-to-work scheme (post probation).

This job description is a guide to the nature of the work required of the position at the DEC and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required as the DEC learns and evolves in response to global emergencies.