

# GLOBAL COMMUNICATIONS ASSISTANT JOB PACK





## **Title**

Global Communications Assistant

\*(please note you must be bilingual in Spanish and English to be considered for this role)

## **Location**

Remote working. All locations will be considered.

## **Contract amount and duration**

£800-1000 a month (or equivalent in your local currency) based on experience and paid on a consultancy basis.

6 months contract duration with possible further extension subject to funding.

## **About CoST**

CoST, the Infrastructure Transparency Initiative, supports governments, civil society and the private sector in over 20 countries to improve the transparency, participation and accountability of infrastructure investments. A global not-for-profit, CoST makes its tools and standards freely available that when used have helped to open-up the delivery of roads, ports, power generation, schools, hospitals and irrigation schemes on more than 80,000 projects to public scrutiny. This approach has contributed to over 100 government actions that have improved the quality of infrastructure projects and programmes. This ultimately helps to strengthen economies and improve the lives of local communities.

## **About the job**

This fully remote contracting role is perfect for someone with some communications experience and a keen interest in supporting countries across the world to build better public infrastructure through open governance principles (accountability, transparency, participation, multi stakeholder working).

## **What you'll be doing**

This is an important role in a small communications team where you will help raise our international organisation's global profile across Asia, Africa, and Latin America.



This is an exciting time to join CoST with development of a new organizational strategy, a growing international team and membership, creation of a new website and new strategic partnerships.

You will bring your energy and skill to creating compelling content when writing news stories and social media, unleash your creativity in designing digital media and website content, and show your organizational skills in supporting events.

As the only Spanish speaking member of the communications team, you will lead on social media and news stories across Latin America and therefore fluent Spanish and English (both written and spoken) are essential, in addition knowledge of the Latin America region would be useful.

This is a fully remote consultancy role. You will not be paid on an hourly/daily basis but instead paid a fixed amount (as set out above) each month for completing agreed deliverables with your line manager. As a rough guide, we expect this will take around 18–20 hours a week. We are open to you working the hours in a way that works for your life–work balance and delivers our business needs, subject to being available for key meetings/deliverables during the week and in agreement with your line manager. Whilst this role is initially for 6 months, there is potential for this to extend or develop into a longer–term role.

## **Key responsibilities**

### **Drafting content (60%)**

- creating ideas for, and drafting of, social media for CoST in both English and Spanish;
- creating digital media in both English and Spanish for social media accounts and website, using Canva and other software;
- researching and drafting news articles in English;
- drafting newsletters in both English and Spanish.

### **Regular communications admin tasks (40%)**

- uploading and updating website content;
- supporting to organise and promote events, including preparing content and communications for internal and external events in both English and Spanish;
- supporting the website project manager with ad-hoc tasks in the development of a new website;



- supporting with tracking website and social media analytics and using them to inform future content generation;
- other communications-related activities as required to deliver the CoST Advocacy & Communications strategy.

### Essential experience and attributes

- Both Spanish and English fluency in speaking and writing (this will be tested at interview)
- Experience with delivering written and visual communications in a variety of mediums.
- Excellent written and verbal communication skills, with a strong attention to detail.
- Experience with social, digital and communication platforms e.g Canva, scheduling platforms, mailchimp, wordpress, google analytics.
- An interest in international development, infrastructure, open governance, anti-corruption, and the not-for-profit sector.
- Creative and enthusiastic about a career in communications.
- Ability to prioritise, plan and organise work and work independently.
- We are a kind and inclusive place to work, and we hope to recruit individuals who share the same values as we do.

### Desirable experience and attributes

- Voluntary or paid experience in the not-for-profit sector, particularly areas relevant to CoST's work.
- Experience, knowledge and interest in Latin America and the Caribbean (LATAM) region and regional issues.
- Completed a degree or further education qualification.

### How to apply

Please submit a 1-page cover letter and maximum 2-page CV to [info@infrastructuretransparency.org](mailto:info@infrastructuretransparency.org) by **23:59 on 21st September BST**.

Your covering letter should include:

- how you meet the criteria in the job description and why you're interested in the role; and
- your preferred working pattern/time zone.

Applications not following these instructions will not be considered.



If you have examples of previous communications work you would like to share with us, please attach it to your email, but this is optional.

We're committed to being an inclusive workplace that represents the diversity of the communities we serve. We actively encourage applications from candidates with diverse backgrounds and experiences. We particularly encourage applications from ethnic minority, LGBTQ and disability groups, and those who have lived experience of multiple disadvantages as these groups are under-represented within our workforce.

For further questions about this role please contact Lauren, Communications Manager ([l.pemberton-nelson@infrastructuretransparency.org](mailto:l.pemberton-nelson@infrastructuretransparency.org))