Infrastructure Transparency Initiative

JOB DESCRIPTION

Communications Manager

Spanish Speaking – 0.8 FTE, 12-month contract. Fully remote.

Contract	12-month contract with opportunity to extend subject to funding.
Location	**Fully remote** (with in-person meetings once or twice a year in UK or abroad)
Salary	£34,000 - £38,000 for 0.8 FTE (equivalent to £43,000 - £48,000 FTE) Contract type dependent on location – to be discussed at interview
Hours	29 hours per week over 4 days (with flexibility on the non-working day)
Reporting to	Head of Communications & Advocacy
Accountabilities	This role has no line or budget management responsibilities

Job purpose

> **Fluency in both Spanish and English, written and spoken, is essential for this role and will be tested at interview.**

CoST – the Infrastructure Transparency Initiative is a global non-profit supporting governments, business and civil society to deliver more effective and sustainable infrastructure through greater transparency, accountability and participation.

The Communications Manager will run day-to-day communications, bringing together compelling content and resources, digital communications and engaging events to increase the reach, use and impact of CoST's tools and work. A particular emphasis will be strengthening private sector engagement in reducing illicit finance and improving infrastructure integrity.

You'll be an organised, creative and proactive communicator with strong writing and editing skills and an excellent eye for detail. You'll know how to make technical subjects clear and compelling for different audiences, bring your own ideas and confidently manage competing priorities.

You'll take work from concept through to delivery, motivated by the opportunity to improve people's lives through better infrastructure.

Key responsibilities

Content production (30%)
Create clear, compelling content that brings our work and impact to life for different audiences, including the private sector. Turn technical subjects into engaging news stories, think pieces and resources, and design resources and other visual materials in line with our brand. Keep website content current, engaging and accurate.

Digital communications (30%)
Manage day-to-day social media, website content and email communications to grow our reach and engage professional audiences. Create and share engaging digital content, disseminate materials through external channels and networks, and use analytics to identify opportunities for improvement and growth.

Events organisation and communications (30%)
Organise and deliver virtual and in-person events, particularly webinars, to showcase CoST's tools, knowledge and impact and influence international actors such as business associations, governments, development banks, civil society organisations and investors. Manage invitations, agendas, speaking notes and event platforms, and develop creative approaches to engage audiences and encourage participation, especially online.

Other communications activities as required (10%)

Infrastructure Transparency Initiative

Essential experience & skills

- At least five years' experience in a communications role, with an interest in open governance, infrastructure integrity and the private sector's role in reducing illicit finance and tackling corruption.
- Excellent written and verbal communication skills in **English and Spanish**, with fluency in both languages. **This will be tested at interview.**
- Experience developing clear, compelling content for different audiences and geographies, adapting tone and format across news stories, think pieces, event talking points and other materials.
- Strong storytelling, editing and proofreading skills, with the ability to make technical subjects accessible and engaging, and excellent attention to detail.
- Hands-on experience managing digital communications and social media to engage professional audiences.
- Experience planning and delivering successful campaigns across social media, newsletters, websites and other channels, using analytics to evaluate and improve performance.
- Knowledge of WordPress, Mailchimp and social media scheduling platforms, with an up-to-date understanding of digital communications trends and best practice.
- Experience organising and promoting events and webinars, including identifying engaging topics and content.
- Strong project management, organisation and prioritisation skills, with the initiative to develop and put forward your own ideas, manage your workload and meet deadlines independently.
- Excellent interpersonal, networking and relationship management skills, including engaging and influencing senior external stakeholders and collaborating across teams.

Desirable experience & skills

- Communicating and engaging private sector audiences in reducing illicit finance, corruption or improving infrastructure integrity.
- Engaging Latin American audiences.
- Working on open governance, international development or infrastructure.
- Designing and laying out reports, briefings and other publications to brand guidelines using Adobe InDesign and Canva, or equivalent software.

How to apply

To apply for this role: Send a CV (maximum 2 sides of A4) with a covering letter (no longer than 1 side of A4) explaining your interest in the role and how you meet the experience and skills criteria set out above to cost@infrastructuretransparency.org.
Deadline for applications is 11.59pm (GMT) Sunday 13th December.

Please note, late applications will *not* be accepted and given we are a small team we will only be able to contact successfully short-listed applicants. Thank you for your understanding and taking the time to apply.