

Communications Associate

Job Opportunity – March 2022

Key details

Salary	Based on a UK appointment £35,000–£45,000, dependent on experience. Remuneration for staff based outside the UK will be adjusted to reflect national market rates.
Hours	Full time, 37.5 hours per week but flexible working will be considered.
Annual leave	26 days entitlement plus the public holidays of your country of residence.
Location	Home-based, remote working. We will consider applications from time zones of up to 5 hours +/- GMT. Applicants must have the right to work in their country of residence as we cannot provide work visas for any country.
Contract type	Permanent employee for those with the legal right to work in the UK; self-employed contractor for all other countries.
Reports to	Fundraising and Communications Manager. No direct reports.

Due to the legal restrictions placed on the grant that funds this post, we cannot accept applications from anyone based in the US.

About Open Ownership

Open Ownership (OO) is driving the global shift towards transparency over who owns and controls companies, known as beneficial ownership transparency. We are working to create a world where governments, businesses, and citizens can readily access and effectively use accurate, complete, and high-quality evidence and information on the true owners of companies, not only to achieve transparency, but to reduce key global and national risks such as corruption and tax evasion, and create a more sustainable business environment.

To achieve this our team of policy, technology and programme delivery experts:

- Provides technical assistance to implement beneficial ownership transparency reforms
- Builds technology and capacity to use beneficial ownership data

- Conducts research and advocates to shape global policy and practice

We are a remote organisation with a global team of 13 individuals based in Argentina, Indonesia, the Netherlands, Nigeria, South Africa and Zimbabwe as well as the United Kingdom (UK) where currently 50% of the organisation is based. We are a fast-paced environment with an emphasis on agility and flexibility. People who enjoy learning and variety in their work will be particularly well-suited for our team. Although home-based, our remote team does meet in-person at least twice a year (restrictions allowing) so some international travel will be required.

Purpose of the post

We are looking for an enthusiastic and talented individual to support and champion our growing communications work. The successful postholder will be responsible for planning, supporting and delivering a range of online content and publications, including our social media channels, website, events, newsletters and reports.

You'll be a precise and engaging writer, who is able to handle multiple projects and deadlines simultaneously. Your work will support the overall strategic direction of Open Ownership, and you will also have a chance to engage with our growing fundraising activities. Throughout the role, the postholder will work closely with the Fundraising and Communications Manager and liaise widely across departments.

Key tasks and responsibilities

1. Planning and delivery of online content to meet the organisational communications plan

- Keep the website content up to date, including supporting the team to publish regular blog posts, and working with our web designer to deliver aesthetic and textual changes.
- Monitor web metrics from analytics, and ensure that our website is aligned with current technologies and trends in digital and social media, as well as OO objectives.
- Assist in developing and delivering on our social media strategy; including managing and posting to Open Ownership's social media accounts.
- Use our media monitoring service Meltwater daily to review media and social media for stories covering Open Ownership's key concerns (beneficial ownership, corporate transparency, open government, corruption and money laundering). Proactively find ways to turn this into compelling and informed social media content.
- Maintain subscriber lists in Mailchimp, including proactively updating 'respected profile' and journalist lists, ensuring they can be segmented for maximum impact. Find proactive ways to grow our lists that are GDPR-compliant.
- Alongside the Fundraising and Communications Manager, collate, draft, test and deliver our bi-monthly newsletter via Mailchimp.

2. Planning and delivery of publications to meet the organisational communications plan

- Following established processes, manage the copy-editing and subsequent publication and promotion of a range of documents, such as briefings, reports and slide decks, for diverse audiences.
- Copy-edit documents when team capacity requires (the team includes an external copyeditor).
- Contribute to maximising the impact of our publication design, making suggestions on formatting, visualisations and pull quotes for example, so that key messages are conveyed and summaries are effective (the team includes an external designer).
- In collaboration with colleagues, create and execute publicity plans for publications.
- Following established processes, manage translation projects for a range of documents, their publication and promotion.
- Develop and deliver press releases on our work to relevant journalists worldwide.

3. General communications tasks

- Ensure our cloud-based management systems are up to date with progress, and minute and action the regular communications team meetings.
- Support the development of communications assets for fundraising where requested.
- Assist colleagues with communications logistics for events where needed, such as assistance with slide decks, Zoom management and simultaneous interpretation.

- Maximise the impact of our attendance at events, by documenting our contributions through promoting photos, quotes and videos.
- Support the Fundraising and Communications Manager to produce regular reports on our communications delivery, its progress and impact.
- Work with colleagues to monitor work, evaluate progress, identify learning opportunities, and make continuous improvement to our communications activities.
- Undertaking any other activities consistent with the purpose of the role, as directed by the Fundraising and Communications Manager.

Candidate profile

The successful candidate will demonstrate the following skills and attributes:

- Educated to degree-level or able to demonstrate a similar level of insight and aptitude.
- Fluent business English with excellent communication skills, both written and verbal (other languages in addition are welcomed).
- At least three years experience of working or volunteering in a non-profit environment, ideally within the field of anti-corruption, or an international NGO.
- At least three years experience of delivering varied online and offline communication activities which work towards organisation-wide success.
- Strong writing skills: an accurate and precise communicator with a passion for creating engaging content, and well-developed copy-editing skills.
- Confidence with G-Suite/Microsoft Office, social media applications, using a website CMS, media monitoring service, MailChimp, (essential); familiarity with Adobe Photoshop, Illustrator and/or InDesign (desirable).
- An organised and action-oriented professional with a keen eye for detail.
- A quick learner, able to swiftly understand complex information and break it down into informative and persuasive communications.
- An ability to self-organise prioritise well and work autonomously in a remote organisation across multiple time zones.

Application process

We want to hear from all voices, and particularly encourage individuals of diverse and marginalised communities to apply. If there is a requirement in the job description which you feel you don't quite meet but are still keen to apply, then please do.

Please note that Open Ownership is a fiscally sponsored organisation and the contract will be executed in the name of our fiscal sponsor Global Impact, a non-profit, on behalf of Open Ownership.

Open Ownership uses the [Applied](#) platform for our recruitment which is designed to promote diversity and inclusion through anonymised applications and scenario-based questions. Our initial process will be solely based on your anonymised answers within the Applied platform. We will also ask you to submit your CV, but your CV will not

be reviewed unless we decide to invite you to interview. If you reach the final stage of interviews, we will retain your details for future posts at Open Ownership, unless you tell us otherwise.

[To apply, please complete the question-based process here](#) by 23:59 BST on 27th March 2022. Interviews are planned for the week commencing 11 April 2022.