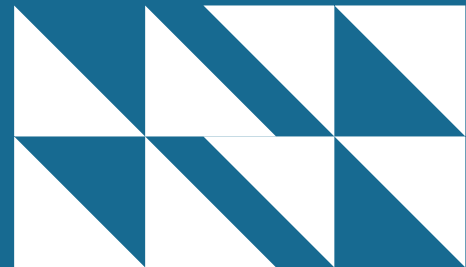


We're hiring!

 **JOB PACK**



Thanks for your interest in working at THET.
This job pack provides you with everything you need to
know to apply for this role and what it means to work at
THET.

COMMUNICATIONS MANAGER



JOIN OUR TEAM!

The Communications Manager leads and oversees THET's communications function. This is an exciting role with lots of autonomy.

You'll be a strategic communications whizz with a flair for creative storytelling, a sharp mind and pen for impactful strategy and messaging, and a focus on efficient planning and execution.

About the Tropical Health and Education Trust (THET)

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at thet.org

The Team

You'll be part of a cross-functional External Engagement team with a remit spanning communications, events, advocacy, fundraising and digital transformation. This role may at times include deputising for the Head of External Engagement.



OUR VALUES

1



Partnering through collaboration

2



Partnering with respect

3



Partnering with integrity

4



Partnering through learning

WHY THET?

Here are three things to be excited about:

- You'll be leading communications for a range of flagship projects working with a range of global partners, from the Commonwealth Partnerships for Antimicrobial Stewardship to the Health Equity for All Advocacy Campaign.
- You'll play a critical role in an institutional rebrand, reflecting THET's commitment to continually growing and adapting to the changing global health and international development landscape.
- You'll be joining a friendly, dynamic cross-functional External Engagement Team with a strong focus on collaboration and learning.



JOB SPECIFICATION

Hours	37.5 hours per week
Reports to	Head of External Engagement
Line Management	Line management will include the Communications and Convening Coordinator and dotted line report/s.
Location	Hybrid
Salary	£42,396
Length of Contract	Permanent



KEY RESPONSIBILITIES

Strategic communications and planning

- Lead THET's communications planning, working across the External Engagement Team, Programmes team, and Research, Evidence and Learning Team to track and coordinate all communications activities.
- Develop and deliver an annual communications strategy that maps to the THET's strategic plan while managing competing timelines and scheduling of external communications products.
- Support THET's advocacy engagement plans, ensuring key policy and campaign messages reach stakeholders in government, the private sector and civil society.
- Represent THET externally with key partners and at relevant conferences and convening.

Project and country communications

- Lead communications for THET's flagship programmes of work. This includes the Commonwealth Partnerships for and the Health Equity for All campaign.
- Support communications at the country office level, working with THET's Country Directors to develop targeted communications plans and messaging.
- Lead communications reporting for key donors and projects.

Design and brand

- Manage THET's brand, ensuring all external communications products are on-brand and consistent.
- Develop THET's messaging framework, ensuring a coherent and powerful THET voice.
- Develop and evolve brand guidance and assets for teams, partners, grant holders and supporters to make the charity as accessible and engaging as possible.

Digital

- Oversee THET social media (which is managed day-to-day by the Digital & Marketing Officer), developing an institutional social media strategy and driving flagship social media campaigns.
- Work with the digital function to ensure high quality, SEO-optimised content across the THET website (this is also managed day-to-day by the Digital & Marketing Officer).



KEY RESPONSIBILITIES

Editorial, content and publications

- Oversee and coordinate the production of all THET reports and publications. Work with the team to ensure publications are strategic and high quality (supported on design and production by a Digital & Marketing Officer).
- Develop, write and edit compelling content on THET and the global health partnerships community. This content includes blog posts, multimedia storytelling, and newsletter content, tailored for specific audiences including health partnerships, government, the private sector, and civil society.

Media

- Lead the charity's press office function, responding to relevant news and building relationships with key journalists.
- Work with THET's PR agency to create and deliver a proactive media strategy that raises the profile of THET and our work, and increases awareness of the critical role of health workers and the path towards universal health coverage globally.
- Manage issues and crisis communications – plans, messaging, FAQs, media training.
- Support key spokespeople including the Chief Executive with media briefings and key messaging.

Internal Communications

- Manage THET's internal communications, facilitating and fostering a culture of openness and leading and operationalising an effective internal communications strategy.
- Enable a culture of working better together by listening to internal communications needs across THET and delivering solutions to address them.

Management/Other

- This role may involve deputising for the Head of External Engagement, owning some cross-team areas of responsibility and supporting other priority areas of work, specifically THET's Annual Conference.
- Oversee and mentor External Engagement team staff on communications activities, including a dotted line to Digital & Marketing Officer.
- Strengthen communications skills in the External Engagement Team, and across the organisation.
- Manage the communications budget for projects and key areas of work.



ROLE REQUIREMENTS

Essential

This is a dynamic and rewarding role for a strategic communications professional with the following:

- A minimum of 5 years experience within a communications role including experience liaising with press with successes.
- A passion for global health and knowledge of the international development space.
- A gift for clear messaging and powerful storytelling around global health
- A sharp mind and pen for impactful strategy and messaging
- Highly organised and a meticulous eye for detail, with the proven ability to design and deliver high-quality communications products and publications, managing processes from inception to impact
- The ingenuity to design strategies and practical solutions that make the most of our strengths and help us continue to punch above our weight
- The reliability, patience and tenacity required to get complex deliverables over the line, including campaigns, events and publications
- The interpersonal, communication and leadership skills to manage and mentor junior team members, upskill colleagues across the organisation and build effective working relationships with wide-ranging external stakeholders.

Strong prioritisation and organisation skills to manage various processes and pieces of work in parallel;

- A can-do, action and solution-oriented attitude
- Self-motivation, comfortable working independently and cohesively within a remote-first team
- The commitment, energy and enthusiasm to deliver on THET's mission
- Knowledge of international development and the global health landscape

Desirable

- Experience working on an institutional rebrand and/or website refresh
- Media contacts in global health and international development
- Experience developing and embedding internal communications processes.



COMMUNICATIONS MANAGER

What we offer:

Salary £42,396

- Flexible working hours.
- Hybrid working arrangements.
- 25 days annual leave plus three days off between Christmas and New Year.
- Annual learning and development allowance.
- Employee Assistance Programme
- 5% employer pension contribution when an employee contributes 3%.
- Cycle to work scheme.

How to apply:

To apply for this role please send your CV and a cover letter to jobs@thet.org by midnight on **2nd May 2024**. With the subject line **Communications Manager**.

This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.