



Projects and Communications Assistant (Part time, 12 month FTC) Job Description

About Emergency Nutrition Network (ENN)

Emergency Nutrition Network (ENN) works to reduce undernutrition globally. We enhance the effectiveness of nutrition policy and programming by improving knowledge, stimulating learning and building evidence. We are passionate about being network-driven, independent and evidence-based.

Our vision is that every individual caught up in a nutritional emergency, or suffering from malnutrition anywhere in the world, gets the most effective help possible.

Through our work and collaborations, we support agencies and individuals to implement evidence-based nutrition programming, predominantly in low- and middle-income countries and in fragile and conflict-affected states.

ENN's portfolio includes projects specialising in Infant Feeding in Emergencies, Wasting and Stunting, Adolescent Nutrition and Management of small & nutritionally At-risk Infants under six months & their Mothers (MAMI), as well as our highly regarded international publication, Field Exchange.

ENN is governed by a Board of Trustees and has its head office in Oxfordshire, UK. ENN is financially supported by foundations and trusts, government donors, international non-governmental organisations and United Nations agencies. For more information about ENN see our website: www.ennonline.net.

Our People

ENN's team is made up of a range of technical experts in nutrition, with decades of collective experience, and a small, experienced operational team. ENN is highly committed to diversity and inclusion, to enabling and promoting flexible working for our staff, and to supporting continued professional development.

We are proud that in our 2023 Employee Engagement Survey over 95% of our team said that they feel personally connected to ENN's overall purpose, they are clear about what they need to achieve in their objectives and that they are proud to tell people they work for ENN.

Terms and Conditions

- **Hours of work:** Part time, 0.8FTE (30 hours per week)
- **Type of contract:** 12-month fixed term contract, with potential to be made permanent.
- **Location:** ENN's office in Kidlington, Oxfordshire. ENN operates a hybrid model with most of our Operations Team working Mondays and Fridays from home and Tues/Weds/Thurs in the office. ENN will consider requests for further flexible working arrangements, which will be considered on a case-by-case basis, balancing ENN's needs with the successful candidate's other commitments.
- **Holidays:** 25 days plus UK public holidays, increasing by one day per annum after two complete years of service to a maximum of 27 days per annum. ENN also provides additional paid office closure days between Christmas and New Year. Pro-rata for part-time staff.
- **Pension:** Auto-Enrolment to ENN scheme with a generous Employer contribution of 5%.
- **Additional Benefits include** Dental cover, Life cover, Employee Assistance Programme and Wellbeing contribution.
- **Salary:** Circa £25,000 per annum (FTE) dependent on experience and suitability for the role.

Purpose of the role and Reporting Lines

The Projects and Communications Assistant (PCA) will report to the Communications and Digital Manager. The role is part of ENN's Operations Team, working closely with our Project Managers, Project Administrator and Office Manager. The PCA will provide support across the organisation with particular emphasis on our project portfolio on a broad range of tasks, enabling effective project delivery and Communications, enhancing the dissemination of our work to a wide audience, leading to better outcomes for those most at risk of malnutrition globally.

Key Responsibilities:

Project Responsibilities

- Assist with the production and dissemination of ENN's publications (such as our flagship publication Field Exchange) and donor reporting as required, including coordinating with designers, translators, arranging for printing and distribution.
- Administer and maintain ENN's database(s) of contacts, supporters, subscribers, and network membership lists.
- Collect and analyse monitoring data from various sources including Google Analytics and ENN's website and ensure that collection of website monitoring data is functioning properly, under the support and direction of the Project Manager/M&E Lead.

Communications, website, and social media

- Online content production and day-to-day updating and uploading of content on ENN's website.
- Draft, schedule, post and monitor content on ENN's social media channels.
- Monitor, analyse and report on key performance metrics for the ENN website and social media channels.
- Selection, maintenance and update of ENN's image bank.

The above reflects the majority of responsibilities, but other reasonable tasks may be carried out by the post-holder which are appropriate for the role.

Person Specification

Essential

- Excellent spoken/written English and ability to communicate effectively with a wide range of colleagues in person and remotely.
- Excellent organisational skills, and ability to effectively prioritise a busy workload.
- Excellent attention to detail and ability to consolidate data and information with a high degree of accuracy.
- Able to problem-solve, take initiative, innovate and is self-motivated to see work through to a successful outcome and deliver to deadlines.
- Strong interpersonal skills, able to work with a wide range and varying levels of stakeholders.
- Able to work both autonomously and as a member of a dispersed and diverse team.
- Experience providing high quality support to both office and remotely based colleagues and able to anticipate their requirements.
- Good cross-cultural awareness and able to demonstrate discretion, diplomacy, and patience.
- Proficient IT skills - word processing (MS Word), PowerPoint and spreadsheets (Excel) and email (e.g., Outlook), database.
- Experience in creating and uploading website content and working with online content management systems.
- Experience using social media effectively for business purposes.
- Flexibility and willingness to learn and develop new skills.

Desirable

- French Language skills are not essential but will be a plus as we produce and disseminate content in both French and English.
- Knowledge or strong interest in nutrition, global health, and / or the humanitarian/development sector.
- Experience in organising high level events / large meetings and arranging international travel.
- Experience working with web and email management platforms e.g. Drupal and MailChimp
- Experience in working with CRMs e.g., Brevo, Salesforce or Hubspot
- Experience and interest in data collection and monitoring and evaluation. Familiarity with website analytics tools such as Google Analytics is an asset.
- Experience of supporting procurement activities, including obtaining quotations, due diligence, supporting tenders
- IT Experience; setting up laptops, office 365 administration and SharePoint.
- Ability to use Canva and video editing software.

Eligibility to work:

The successful applicant will be required to demonstrate they have the Right to Work in the UK before being able to accept the appointment. This includes evidencing a UK NI number and that they are a UK tax resident. A Certificate of Sponsorship and relocation package **are not available** for this position.

ENN is committed to diversity and inclusion, and to building a culture where every team member and volunteer is recognised and valued as an individual. We actively encourage applications from a broad range of experiences and backgrounds.

Application Process

Please submit a Cover Letter (no more than 1 page) and CV to recruitment@enonline.net **no later than 23:59hrs on Sunday 30th March.**

Early applications are advised as we will conduct rolling interviews and reserve the right to conclude the process before the closing date if a suitable candidate is identified.

Please include your preferred working pattern details in your application.

No agencies please.