

Job Description

Job title:	Communications and Engagement Director
Reporting to:	CEO
Direct Reports:	Communications Manager
Location:	Central London/Hybrid Working
Contract type:	Maternity Cover (min 9 months) 28 – 35 hours/week
Salary:	£49,200 - £52,200 depending on experience

About International Health Partners

Most of us can readily access the medicines we need. But around the world, many easily treatable diseases can mean chronic pain, poor quality of life or even a death sentence. International Health Partners (IHP) helps people in hard-to-reach, vulnerable and disaster-hit communities get better access to medicine. We coordinate the safe and responsible donation of medicines and health care supplies to where the needs are greatest, saving lives and preventing avoidable suffering.

In the last three years, IHP have supported over 54 million patients and vulnerable communities around the world – places such as Yemen, Ukraine and Gaza. We've sent medicine worth well over £56 million, changing lives and impacting futures. We run multiple partnerships to support this work – with pharmaceutical companies who donate medicines, our logistics partners who help us warehouse and ship the medicines overseas and finally our valued NGO partners and individual medics delivering healthcare to those who need it. Together these partnerships enable medicines to reach those in need. Our Christian faith underpins all that we do. It motivates us to care for those in need, and give our best in all circumstances, as an expression of God's love. We believe that everyone, regardless of their age, gender, disability, religion or ethnicity, should be able to access the medicines they need.

Overview of the role

This is an exciting time for the organisation as it celebrates its 20th Anniversary and looks to a future of growth. The Communications and Engagement Director will play a key role within IHP, line managing a small team of committed communications professionals, whilst working alongside other teams to effectively tell IHP's story, and the stories of those we serve. You'll work with our fundraising team to collaborate on fundraising campaigns, our Corporate Partnerships team to engage pharmaceutical and logistics partners in new and exciting ways, and our Programmes team to work directly with NGO partners to gather content and demonstrate our impact through effective storytelling.

Purpose of the role

The Communications and Engagement Director will lead an established team, as well as working closely with the CEO, to build and maintain IHP's brand and communications and our wider programme of stakeholder engagement. They will create and drive the communications and engagement strategy in close consultation with senior colleagues. The post is a member of the Senior Leadership Team (SLT) and will make an active contribution to the leadership of IHP.

The specific purpose of this post is:

- To set and drive IHP's communication and engagement strategy globally, with a focus on the UK and Europe
- To oversee the Communications Team to develop and build IHP's brand and voice
- To identify target audiences, scope out new opportunities and deliver the engagement strategy

Responsibilities

As Communications and Engagement Director

- Accountable for the strategy, representation and performance of Communications Team
- Builds and promotes cooperation and a common vision for the team, providing clear direction and priorities
- Responsible for the material, financial or information resources within Communications and on behalf of IHP
- Formally represents IHP's interests, engages with key stakeholders and new audiences including speaking at key fora as required.
- Formulates policy, advocates, instigates and manages major changes within Communications
- Supports, guides and clarifies expectations, and develops and coaches line reports to excel in their roles.
- Oversees the Communications Manager to ensure the successful delivery of IHP's communication strategy and marketing
- Prepares the engagement strategy for key stakeholders in cooperation with senior colleagues, develops new relationships as required and proactively works to safeguard key relationships
- Accountable for GDPR compliance with responsibilities appropriate to the role of Data Protection Lead¹
- Ensures GDP compliance as it relates to appropriate areas of responsibility.
- Supports the implementation of IHP's Monitoring and Evaluation framework as and where it pertains to communication and engagement and oversees ongoing improvements
- Maintains a level of expertise and sector awareness in order to act as an internal expert
- Other tasks and duties at the direction of the CEO

¹ Depending on candidate experience

As a member of the SLT

- Accountable for the strategy and representation of a major function in the organisation
- Understands the impact of their function on the wider organisation by recognising inter-dependencies of teams and unit's work.
- Helps to coordinate activities in functional departments effectively
- Helps to devise an appropriate IHP strategy and ensures it is implemented effectively
- Helps to set ambitious yet achievable goals, and manages the teams to work towards them
- Develops and maintains relationships with other SLT members
- Accountable to other SLT members to identify and raise issues facing their function and IHP
- Work with peers on SLT to discuss and agree ways forward
- Leads, as appropriate on cross organisational initiatives
- Identifies risk, strategy, and opportunities for IHP
- Models and drives organisation values and norms

Person Specification

IHP is an Equal Opportunities Employer. Staff regularly spend time together praying for IHP's work and there is an occupational requirement that this position is held by a committed Christian. The position holder must support IHP's Faith Statement. Please make it clear in the application how you meet this requirement.

Knowledge and experience

- Demonstrable and successful communication experience
- Experience of working at management level with proven track record of efficient and effective management of resources, including the planning and co-ordination of staffing and budgetary resources
- Experience of marketing and brand awareness to help build a stronger recognition of the organisation to build confidence with our stakeholders, and enhance the reputation
- Excellent IT skills in order to communicate effectively and efficiently
- Knowledge of social media and how to utilise to maximise communication and engagement strength
- Understanding of Corporate Partnerships, fundraising, healthcare industry or CSR (*Desirable*)
- Understanding and experience of GDPR oversight (*Desirable*)

Skills and attributes

- Committed to IHP's Christian Ethos
- Highly organised, efficient and self-motivated
- IT literate in all major Microsoft Office applications
- Strong problem-solving skills
- Excellent written and verbal communication skills
- Ability to work with competing priorities, deadlines and targets
- Strong interpersonal skills and ability to adapt as part of a small team
- Willingness to work flexible hours as needed