



Outreach Specialist

Organisation: Institute for Economics and Peace (IEP), a world-leading think tank
Office: Modern, IEP's global headquarters
Location: St Leonards, Sydney
Term: Permanent, full-time
Applications due: Midnight, Sunday 3 September 2017

You are highly motivated and want to be part of a team making a significant and growing difference in the world.

Institute for Economics & Peace

IEP is the world's leading think tank dedicated to developing metrics to analyse peace and to quantify its economic value. It does this by developing global and national indices, calculating the economic cost of violence and understanding positive peace. The research is used extensively by governments, academic institutions, think tanks, non-governmental organisations and by intergovernmental institutions such as the OECD, the World Bank and the United Nations. IEP is regularly ranked in the top 20 most impactful think tanks in the world for its size on the Global Go To Think Tank Index.

Position background

The Outreach Specialist engages counterparts throughout the think tank and international development spheres worldwide, to develop and deepen collaborations with IEP. He/she ensures the research outputs of IEP are summarized and explained clearly and aligned to relevant stakeholders' priorities.

The position is based in Sydney and is suited to a hard-working, dynamic individual, who has experience in the field of peace research, is globally aware, has exceptional writing skills, good personal communication skills and is committed to producing high quality work.

Job description

The Outreach Specialist is an experienced networker with strong international relations skills and contacts. The individual will be responsible for managing the development of partnerships as well as support communications for the Institute for Economics and Peace.

Key responsibilities

- Develop a strategy identifying key targets for IEP's engagement.
- Build collaborations and partnerships for IEP with relevant think tanks, intergovernmental organisations, NGOs and academic institutions.
- Manage IEP's Ambassadors Program.
- Provide input on messaging and press releases for all IEP reports/research.
- Write blogs and articles for IEP websites, and content for IEP's social accounts where necessary.
- Draft and place Op-Eds and featured articles.
- Organise IEP events worldwide securing high level speakers and generating appropriate interest and publicity.
- Secure IEP speaking engagements at key forums and events internationally.
- Develop and track relationships with journalists and news agencies.
- Develop relationships with online hubs for regular discussion of key issues related to IEP.
- Maintain database of think tanks and media contacts, including bloggers.

Skills

- A solid understanding of development studies, international relations, peace and conflict studies, statistical and economic research.
- Demonstrated ability to network and liaise with international stakeholders, including the media.
- Excellent writing skills, including the ability to write blogs, press releases, website copy, speeches and edit and proofread reports.
- Knowledge of mechanisms of international governance as well as of the international development and peacebuilding space.
- Strong service orientation, flexibility and understanding of clients' needs; very good planning, coordinating, organising and analysing abilities.
- Excellent interpersonal skills and the ability to establish and maintain effective working relations with staff at all levels; ability to function independently and as a member of a team.
- Written proficiency in Spanish or French a plus.
- Proven experience developing and implementing communications strategies.
- Experience using CMS.
- Ability to manage and engage with educational material and students.
- Ability to comprehend and summarise complex research materials.

Qualifications

- University (or equivalent) degree in communication/journalism/international relations/political sciences.
- Minimum of five years of working experience with increasing responsibilities in public affairs, communications and related fields, specifically demonstrating capabilities to effectively write, edit and present public information on complex subjects for print and digital media, preferably at international or intergovernmental level.
- Experience in developing content that may utilise social media, multimedia, apps and web publishing tools.

Salary: Salary is competitive and commensurate with experience.

Probation: There will be a 3 months probationary period.

Reports to: Global Outreach Director

Hours: Full time.

Location: Office located right above St. Leonards train station, Sydney, NSW

Applications: Only Australian citizens or permanent residents will be considered. To apply please send a full CV and brief cover letter addressing how you meet the required skills and your experience with the key responsibilities for this role to the attention of Camilla Schippa at jobs@economicsandpeace.org. Please use subject heading; Ref OS. We regret that only shortlisted candidates will be contacted.

Deadline for applications: midnight, Sunday 3 September, 2017

For more information: www.economicsandpeace.org and www.visionofhumanity.org

The Institute for Economics & Peace is an equal opportunities employer