

Role: Project Assistant

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| Job summary: | Project Assistant, Publish What You Fund |
| Hours required: | 35 hours per week |
| Contract: | 12 Months |
| Salary: | £24k - £27k |
| Reports to: | Senior Advisor |

1 Core Responsibilities

| | Responsibility | % |
|---|---|----|
| 1 | Project assistance | 80 |
| 2 | Other research, communications and advocacy | 20 |

AREA OF RESPONSIBILITY 1: Project assistance

- Undertaking a variety of tasks to support the research into humanitarian assistance. This will include desk research, data collection, stakeholder mapping, interviews, communications and administrative support.
- Contributing to wider data analysis and drafting for the reports, briefing notes, blogs and other communications products.
- Producing briefings on specific countries, sectors or organisations when requested. This includes keeping up to date with the work of academic and policy experts on aid, development finance, open data and transparency.
- Note, from January 2020 assistance for the humanitarian project will reduce to 50%.

AREA OF RESPONSIBILITY 2: Other research, communications and advocacy

- Helping campaign partners and others access data on aid and development finance.
- Representing Publish What You Fund at workshops, conferences and networking events.
- Supporting the organisation with administrative tasks and/or contributing to fundraising efforts.

2 Essential Requirements

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| 1. | A knowledge of, or demonstrated interest in, humanitarian assistance, fragile states or international development. Qualified in a relevant subject to at least degree level or have significant working experience. |
| 2. | The ability to write well and present complex information and ideas in a compelling way to a wide range of audiences. |
| 3. | Literate in social media and IT, including updating and uploading information onto websites. |
| 4. | The ability to take initiative and manage, prioritise and deliver multiple diverse tasks to tight deadlines. |
| 5. | Good verbal communication skills when dealing with colleagues and external stakeholders. |