



## Opportunity

The Data for Policy community is looking for a temporary, part-time Communications & Events Coordinator.

We are seeking an individual with an interest in the interface between data science and policy to help us develop our digital communications for two related projects, and assist in the delivery of our prestigious international conference, Data for Policy 2024.

This is a unique opportunity for a suitable candidate to network with important contacts in an emerging research area of great public importance, and gain experience that could enhance their career development in a number of ways (event management, academic field-building, communications, publishing and editing).

## Context

Data for Policy is an international conference series for interdisciplinary and cross-sector exchanges about the impact of data science on policy and governance. Over the course of nine years, it has created a network of individuals and institutional partners in academia, government, international agencies, non-profit institutions, and businesses. The eighth edition of the conference will be held at Imperial College London, 9-11 July 2024, <https://dataforpolicy.org/data-for-policy-2024/> and this role will play an important part in promoting, publicising, running and reporting on the event.

We work in close collaboration with our partner journal, Data & Policy <https://www.cambridge.org/core/journals/data-and-policy>, a peer-reviewed, open access journal published by Cambridge University Press. It is dedicated to deepening understanding about how systems of policy and data relate to each other (“policy-data interactions”), and engaging with new trends in the dissemination of knowledge.

The Communications & Events Coordinator will join a small team of people developing the community involved with these two projects. We outline some of the likely activities below. The ideal candidate will be an all-rounder, capable of thinking strategically about the channels of communication to embed this ethos, as well as being prepared to deliver more routine tasks, including hands-on delivery of events.

## Activities

The role will require flexibility and ability to manage a mix of tasks, described in the list below.

**Events assistance:** Assisting with preparation for the conference, including preparing and executing a communication plan. Tasks likely to include:

- Preparing promotional content leading up to / during / after the conference;
- Social media posting, both live and pre-prepared content + engagement with delegates and relevant audiences;
- Liaison with local professional AV team on filming/photography and livestreaming arrangements;
- Producing branded conference material, e.g. banners, slide templates, etc.;
- Assisting with practical arrangements in the run-up to, and during the conference;
- Writing up post-conference report suitable for news/social media posts;
- Working with volunteers assisting with communications activities.



**Social media and news coordination:** The conference has a well-developed presence on X, which is important as a means for disseminating information to the wider network. The conference has a growing number of followers on LinkedIn, and we are particularly interested in developing this. We also run news stories on our website. Tasks will include:

- Preparing regular posts about community announcements and publications;
- Identifying and responding to news stories and trending topics;
- Re-highlighting past Conference and associated Journal material at opportune moments;
- Engagement with key individuals and institutions in the community;
- Maintaining lists and building the network of followers to the accounts;
- Measuring impact through the use of analytics;
- Incorporating video content in social media posts;
- Creating engaging visual content for social media and website posts.

**Video editing, curation and promotion:** The conference has a wealth of material on YouTube and we are seeking to both re-use video content and develop new content. An understanding of how to direct, present and edit video content, together with skills to improve discoverability of this content and drive engagement with the Data for Policy YouTube channel are important to our next phase of development.

**Blog:** Data & Policy has a blog <https://medium.com/data-policy> that may require assistance in the following tasks:

- Sourcing monthly blog posts with the aid of the Data & Policy editorial community;
- Liaising with authors, developing and editing posts;
- Using the blog to amplify Conference announcements and activities and further the impact of Data & Policy publications

**Community Newsletter:** We produce a quarterly Data for Policy eNewsletter for an audience of several thousand recipients. Assistance may be required in the following tasks:

- Sourcing content for different sections of the newsletter and integrating it in a coherent way;
- Contacting and profiling members of our community in the newsletter;
- Creating graphical content to make the newsletter visually appealing.

In your application you should refer to your interest and experience in any of the above areas.

### **Person Specification**

- Strong knowledge of social media platforms including but not limited to X, LinkedIn, YouTube (essential);
- Good knowledge of Microsoft and Google suite of programmes, and Zoom videoconferencing (essential);
- Strong English language skills, verbal and written (essential);
- Experience in creating visual content (essential) and use of Canva;
- Experience building a social media and communications strategy;
- Experience editing blogs and newsletters;
- Experience editing and producing video and animation;
- An understanding of how to improve discoverability, e.g. through search engine optimisation;
- Interest in data science and public policy.



Candidates should also be collaborative with strong organisational skills and good attention to detail. Flexibility and the ability to act on your own initiative are also essential.

### **How to apply**

Please send a CV and separate cover letter detailing your experience and how you meet the person specification to the Data for Policy community address [team@dataforpolicy.org](mailto:team@dataforpolicy.org)

**Closing date:** Applications will be considered as they are received, until a suitable candidate is identified; there is no fixed deadline.

### **Summary**

**Role:** Communications & Events Coordinator

**Organisation:** Data for Policy CIC, with close collaboration with Data & Policy journal, published by Cambridge University Press and Assessment

**Location:** Remote, with capacity to attend in-person meetings in central London, and at Imperial College London for the week of the conference 8-12 July. Must be regularly available during normal office hours for the UK.

**Hours:** Part-time, average 15 hours/week; flexibility is required to respond to the conference schedule.

**Start date:** As soon as possible, for contract to end July 2024 (six months maximum). Must be available from 1 June to 31 July for work required to deliver the 2024 conference, which will be the most intensive period.

**Terms:** £30,000 equivalent salary, with payment terms subject to negotiation.

**Company information:** <https://dataforpolicy.org/>