Job Ref: PO/RU/01
Programme Officer: Research Uptake

Overall Purpose of the Job

Working as part of the African Cities Research Consortium (ACRC) Uptake and Communications team, the Programme Officer – Uptake is responsible for supporting and delivering research uptake activities in ACRC to help raise the profile of ACRC's work and enhance its potential for impact. The role will particularly focus on supporting city and national level uptake work across the focus cities and proactively engaging with regional organisations and stakeholders.

In line with the ACRC research uptake strategy, the post holder will proactively seek opportunities to promote ACRC's research and uptake activities that support the use of research evidence by policy-makers, practitioners, community members, and other key stakeholders. Developing key relationships and networks (both internal and external) are essential to the successful delivery of duties and responsibilities.

While based in Nairobi, the role will proactively support partners and activities across the partnership, especially those seeking to achieve uptake of research in ACRC focus cities. The role be line managed by the ACRC Uptake Director (based at PASGR) and will coordinate closely with ACRC uptake staff at The University of Manchester on a day to day basis.

Key Responsibilities, Accountabilities or Duties
Research uptake and communications

- Work as part of the ACRC uptake team to provide an oversight of research uptake activities undertaken by the consortium
- Work with the ACRC research, uptake and communication teams to develop and implement city, and where relevant, national, regional and international research uptake strategies
- Engage and liaise with ACRC research teams to actively plan ahead and identify upcoming opportunities that will raise the profile of ACRC research externally
- Represent the consortium with external stakeholders and the funder (FCDO) in workshops and online/physical meetings as may be required
- Monitor programme uptake activities within cities and support the evaluation of the effectiveness of uptake and communications activities and tools
- Develop capacity and commitment of ACRC research users to access, evaluate, synthesise and use research evidence

Programme management
- Establishment and management of an ACRC stakeholder engagement database ensuring it is updated on a regular basis.

- Monitoring progress against agreed timelines, milestones and budgets across ACRC cities
- Highlight research uptake progress, opportunities and outputs, then formulate discussion points for the ACRC Uptake and Communication team
- Occasional travel and out-of-hours working may be required.
- Any other related activities as required by the ACRC Uptake Director or Communications Manager.

Social media and digital content

- Support ACRC city and domain researchers to effectively synthesise, package and disseminate research results
- Support ACRC communications manager in developing regular and engaging content for the ACRC website and social media platforms
- Copy edit, proof read and write outputs for the project, including website text, blogs, press releases, poster presentations, donor reports, and newsletters
- Identify and develop content for ACRC social media platforms, such as Twitter, LinkedIn and YouTube.
- Identify and help establish additional social media platforms that may be particularly useful to engage key stakeholders within focus cities.
- Work with digital officer to ensure all research is clearly presented and easy to find on the ACRC site and within other online research repositories.
- Promote, support and enhance online webinars and similar events.
- Contribute to ACRC monthly e-newsletter to keep people updated about ACRC progress and activities.
- Contribute to regular ACRC internal communications to keep consortium partners updated about ACRC progress and activities.

Media monitoring and tracking
- Monitor, review and record media coverage of ACRC, research news daily for circulation to relevant teams and authorities
- Develop and distribute the ACRC media analytics report to relevant ACRC staff each quarter
- Support ACRC programmes in capitalising on media visibility opportunities; to include arranging media interviews, accompanying senior leadership to interviews, amplifying media opportunities

Person specification
Essential Knowledge, Skills and Experience
- Educated to degree level in a research synthesis and communications related subject
- Have experience of designing, delivering and evaluating targeted research or policy related materials and activities.
- Strong relevant experience gained in a research evidence uptake and communications role, ideally within a research or policy related environment.
- Demonstrate a working understanding of key global development issues, stakeholders and debates relevant to the African Cities Research Consortium.

- Have a good knowledge of leading social media platforms (Facebook, Twitter, LinkedIn and YouTube e.tc), an understanding of best practices, and a keen interest in the constantly evolving nature of the environment, new media innovation, and technology and measurement tools.
- Excellent writing and editorial skills with experience of writing for different audiences.
- Highly proficient information MS Office applications, including Word, Project, Excel, PowerPoint and Outlook.
- Excellent communication and interpersonal skills as well as experience of establishing professional working relationships with both internal and external colleagues and stakeholders.
- Demonstrably good organisational skills, a high degree of accuracy and a methodical approach to work.
- A positive and proactive approach to team working, including with people and organisations beyond your immediate employer and from diverse backgrounds.
- Ability to work on own initiative and to manage a demanding and dynamic workload in a professional manner.
- A positive 'can do' attitude and the ability to problem-solve and contribute new ideas.
- Ability to work effectively with internal/external partners in a multicultural environment.

Desirable Knowledge, Skills, Experience and Qualifications
- A Master's Degree in Communication, Journalism, Media, Public relations, development, planning, politics – or a related area.
- Knowledge of urban governance and development
- Knowledge of the theory underpinning research uptake, communication and evidence informed policy development
- Experience of running online events.
- At least 3 years' experience of working within international development, or a related policy or research oriented role.

To Apply

1. Complete the Application Form (Please do not send a letter of application)
2. Send your resume/CV
3. To recruitment@pasgr.org before 7th January 2022
4. On the email reference, kindly quote the Job Title and **Job Ref: PO/RU/01**