

Policy and Communications Volunteer (SHARE)

About the organisation

The School

The London School of Hygiene & Tropical Medicine (LSHTM) is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

The Team

Established in 2010 with funding from the UK Department for International Development, the [Sanitation and Hygiene Applied Research for Equity \(SHARE\) consortium](#) seeks to contribute to achieving universal access to effective, sustainable and equitable sanitation and hygiene by generating, synthesising and translating evidence to improve policy and practice worldwide.

Since our inception, we have developed research and synthesis on sanitation and hygiene that has contributed to changes in policy and practice at the national and global levels. These have resulted in changes in sector investments, intervention approaches, and applied research by others, resulting in health, economic and development benefits. We have successfully championed neglected research topics within the sector and we are proud to see some early areas of research developing into scalable and sustainable approaches.

Commitment

The SHARE research consortium is offering a volunteer placement to support our programme of work. The expectation is that the volunteer will attend the placement for 2 to 3 days a week, for up to 3 months. During this time, we expect the volunteer to gain invaluable knowledge and skills relevant to the water and sanitation sector and international development more generally.

This is an unpaid, voluntary placement and the successful applicant will be provided with a volunteer agreement which sets out the expectations of the placement.

LSHTM will cover the cost of reasonable expenses incurred by the volunteer, including travel expenses (to be agreed upon starting) and lunch (up to £6 a day). The School requires the provision of original receipts in order to reimburse expenses. Costs under £40 can be claimed through the School's Petty Cash system, while larger expenses will be handled by Accounts Payable.

Requirements

Candidates must have the right to live and work in the UK. While this is a voluntary position, the School must comply with the Immigration, Asylum and Nationality Act 2006, which requires documentary evidence of the legal right to work in this country. The successful volunteer will be required to bring their passport (and visa if applicable) to LSHTM to verify this information prior to starting this placement.

About the placement

A vital part of SHARE's work is communicating our research findings to different audiences (academics, donors, policymakers, practitioners and the media) so that they influence policy and practice globally, regionally and nationally. The volunteer will support SHARE's Research Uptake Officer and Monitoring and Evaluation Officer.

Activities may include:

- Supporting the management of the SHARE Twitter account including: writing content to disseminate research information, and engaging new audiences, developing the social media strategy, and tracking success via analytics.
- Proof reading, copy editing, developing and disseminating communications outputs including policy briefs and reports.
- Writing/drafting features for the SHARE website such as blogs and news stories.
- Updating the SHARE website with new resources and supporting the migration of content from the old website to a new website.
- Assisting with drafting a monthly newsletter.
- Attending and contributing to team meetings.
- Helping to organise events and conferences.
- Supporting the development and strengthening of our monitoring and evaluation systems

Skills and experience required:

- Excellent written communication skills, preferably with some experience of writing clearly for a variety of audiences and synthesising complex information
- Experience of using social media platforms and analytics
- Research/analytical skills and an understanding of quantitative and qualitative data
- Good attention to detail
- Time management
- Ability to work independently
- Positive attitude, flexibility and willingness to learn
- Interest in international development and the WASH sector
- Fluency in English
- Confident using Microsoft Office

- Experience of using content management systems (updating websites), InDesign and Photoshop would be useful, but are not required

What you will gain from this volunteer placement

- You will learn more about WASH in specific national contexts in East and Southern Africa and gain a working knowledge of some of the challenges the sector faces.
- You will gain experience of producing and disseminating communication materials that will be used widely by internal and external stakeholders.
- You will develop an understanding of monitoring and evaluation systems, particularly those relevant to research and research uptake, and challenges within a complex international development programme.
- You will gain experience working in a team towards shared objectives.

How to apply

Please apply by sending an up to date CV and a one page letter of motivation explaining why you are interested in the placement to contactshare@lshtm.ac.uk. Your letter should mention your availability, and confirm that you have the right to live and work in the UK. Please title your email 'Policy and Communications Volunteer Application'. The deadline for applications is **Friday 10 March 2017** at midnight UK time. Interviews will provisionally be held on **Thursday 16th March 2017**.