



Field Exchange Sub-Editor and Content Coordinator

Job Description 2021

About Emergency Nutrition Network (ENN)

ENN's vision is that every individual caught up in a nutritional emergency, or suffering from malnutrition anywhere in the world, gets the most effective help possible. ENN undertakes knowledge management, research and advocacy to support national governments, civil society, UN, donor and academic organisations. Through these collaborations we support agencies to implement evidence-based nutrition programming, predominantly in low- and middle-income countries and in fragile and conflict affected states.

The ENN is a well-established and highly respected UK-based, registered charity (established in 1996) working to reduce undernutrition globally. ENN's focus is predominantly in low- and middle-income countries and in fragile and conflict affected states. ENN is governed by a Board of Trustees and has its head office in Oxfordshire, UK. ENN is financially supported by bilateral donors, international non- governmental organisations and United Nations agencies.

Field Exchange (FEX) is ENN's established online and print technical publication on nutrition and food security in emergencies and high burden contexts. The first edition was produced in 1996 in response to a demand by international agencies for a way to capture and rapidly 'exchange' humanitarian programming experiences, to share relevant research, evaluations, news and offer a platform for technical views. Field Exchange enables fast track publication of programming experiences of relevance to nutrition in emergencies and high burden contexts. We feature articles across sectors and from a range of contexts, from acute emergencies to fragile and conflict affected states. We include both original and summaries of relevant research. Once a year we produce an edition with a special focus. We welcome suggestions for articles to feature in Field Exchange at any time.

Why work for ENN?

This is an exciting opportunity to join the growing ENN team as our Field Exchange Sub-Editor and Content Coordinator. You will be a key member of the FEX and wider ENN Technical Team working to coordinate the development of Field Exchange content and lead the sub-editorial process. At ENN our staff are encouraged to explore and develop their own specialisms and interest areas, contributing to our diversity of skillset and knowledge and there will be the opportunity to engage across of the range ENN projects. As well as working with the experienced FEX and wider ENN team you will have significant engagement with external stakeholders.

Terms and Conditions

Hours of work: Full-time but Part-time will be considered and encouraged to apply. Please indicate in your cover letter if you would like part-time hours

Type of contract: Fixed term contract of 12 months initially, with the possibility to extend.

Location: Office or home-based

Holidays: 25 days plus UK bank holidays (or equivalent), increasing by one day p.a. after two complete years of service to a maximum of 27 days per annum.

Pension: Auto-Enrolment to ENN scheme with a generous Employer contribution of 5%

Salary: £34,000 to £42,000 (Full Time Equivalent)

Right to Work: applicants must have the right to work in the UK at the time of application.

Purpose of the role

This role will provide oversight of the whole process of publishing Field Exchange editions: tracking ideas and submissions of Field Exchange content, critically appraising potential content, discussing with authors, coordinating input from the Field Exchange Editorial Team, liaising with copy editors and designers and ensuring all content deadlines are adhered to, as well as ensuring quality, relevant and timely content is produced and disseminated.

Key Responsibilities

Content development

- Actively seek opportunities for FEX content across a broad range of technical areas.
- Communicate with potential authors to explore opportunities for content and provide support and guidance in development of articles (structure, writing and technical content).
- Edit articles to address structure, flow and language, and pose technical questions to authors to solicit further information and prompt deeper reflection
- Write succinct summaries of original articles
- Summarise existing research papers and reports into summary articles.
- Collate themes and key messages across all articles for editors and work with them to produce editorials and technical briefs.
- Proof-read designed issues and briefs.
- Review content sub-edited and summarised by other FEX team members for quality control and consistency.

Dissemination of FEX content

- Develop questions for author interview podcasts in collaboration with authors and support FEX Communications lead with development of podcasts and soundbites.
- Proactively seek blog content from authors in collaboration with the FEX Communications lead, review blog content and finalise blogs ensuring at least one FEX-related blog is published each month.
- Support FEX Communications lead to develop a communications plan for each FEX issue in order to disseminate content optimally.
- Support FEX Communications lead to oversee FEX online pages and structure, identifying areas for development.
- Oversee FEX Francophone lead to support translation of FEX articles into French, ensure quality of translated content and develop novel FEX Francophone content.
- Support development and publication of FEX Digest content, working to simplify FEX content for alternative readership.
- Work with the wider FEX team to refresh the FEX webpages on ENN's website.

Internal coordination and communication

- Manage and track development of all articles and issues from submission to publication against deadlines.
- Communicate with all authors, FEX team members and external consultants to facilitate the development of every article and issue as well as other outputs such as technical briefs.
- Collate and review submissions, potential papers for summarising and other opportunities, and present to editors for final decisions.
- Initiate regular meetings and other communications with FEX editors to feedback on progress, explore opportunities, and make decisions about submissions, content to summarise, delegation of tasks and timelines and input into strategic discussions about future content/issues.
- Lead bi-weekly meetings with wider FEX team (editors, sub-editors, operations team, copy editor, designer) for feedback on progress, agreement on timelines, to brainstorm ideas and delegate tasks.
- Present FEX content to wider ENN technical team and other audiences as needed.
- Support other FEX team members with information needed for targeting, dissemination, translation into other languages and summarising of content for different audiences.
- Write content for donor reports and collate monitoring and evaluation information.
- Contribute to development of FEX strategy as part of ENN's wider strategy refresh.

Person Specification

Essential requirements

- Master's degree in nutrition or public health or equivalent professional experience.
- Demonstrable experience working in the international nutrition sector, including experience working in developing countries (to provide understanding of field realities).
- Experience producing technical content for a publication, for example writing technical articles, papers and/or content for peer-reviewed journals.
- Knowledge of the international nutrition sector across a broad range of topics (management of wasting (SAM, MAM, MAMI), IYCF and health systems strengthening in particular).
- Excellent English writing skills and attention to detail.
- Ability to synthesise, analyse and critique complex information.
- Excellent presentation and communication skills.
- Strong interpersonal skills, motivated, takes initiative and drives progress.
- Ability to independently manage a busy workload and prioritise effectively.
- Good cross-cultural awareness.
- Able to work both autonomously and as a member of a dispersed and diverse team.

Desirable requirements

- Experience of knowledge management and/or documenting case studies and lessons learned.
- Experience developing content in different formats for a variety of audiences.
- Experience managing publication processes.
- Experience mentoring and coaching colleagues.
- Broad understanding of programming contexts.
- Understanding of relevant research methodologies.
- Desire to build the capacity of and empower others.

Reporting Lines:

The Field Exchange Sub-Editor and Content Coordinator will report to one of ENN's FEX Co-Editors

Eligibility to work:

Must have the right to work in the UK at the time of application.

Application process:

Please apply by sending a one-page Cover Letter and your CV to the contact details below.

Informal enquiries welcome.

ENN is committed to diversity and inclusion, and to building a culture where every staff member is recognised and valued as an individual. We actively encourage applications from a broad range of experiences and backgrounds.

Closing date for applications: Friday 30th April 2021. We encourage early applications and ENN reserves the right to close the advert at any time during this period.

Contacts:

recruitment@ennonline.net

NO AGENCIES PLEASE