**Job Title:** Publications Specialist

**Department/ Team:**  Information & Communications

**Role reports to:**  Information & Communications Manager

**Direct & Indirect reports:** N/A

**Usual work location:**  London

**Job Purpose:**

### To lead the full lifecycle of ITOPF’s wide range of publications. From initial concept to production and publication. Write, edit and proofread diverse materials for various audiences, ensuring alignment with brand guidelines and in a compelling, accessible style.

### Oversee ITOPF’s website, image library, and visual assets to help raise awareness of ITOPF and disseminate of spill-related knowledge amongst shipowners, members of the marine community and the general public. Support ITOPF’s technical team through by curating relevant, high-quality information.

**Key Areas of Responsibility:**

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| **Area of Responsibility** | **Brief Description** |
| *ITOPF Publications* | * Lead the full lifecycle production of all ITOPF publications to an effective publication and content product schedule to budget.
* Write, edit, and proofread diverse and often technical materials, ensuring alignment with brand guidelines and a compelling, accessible style
* Evaluate the effectiveness of all publications, ensuring that they are tailored to their intended audiences.
* Ensure all publications align with ITOPF brand guidelines and reflect our identity and messaging
* Oversee external contractors and project budgets across various freelancers and suppliers, such as printers, designers, illustrators, and editors. Prepare clear and thorough briefs for required outputs and monitor work to ensure it meets agreed standards and cost requirements.
* Publications include (amongst others) annual handbook; annual review; oil tanker spill statistics ocean orbit and technical information papers
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| *Website* | * Oversee day-to-day website updates and collaborate with the Communications Officer and technical staff to ensure content remains current, accurate, and strategically aligned.
* Re-purpose any content for the website where required
* Additionally, take responsibility for overseeing any new development work related to the website, ensuring it meets organisational needs and enhances user experience, while coordinating with relevant internal and external stakeholders.
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| *Research & Enquiry Work* | * Assist staff with conference papers and articles, as requested. Conduct in-depth research to support technical outputs and internal projects, ensuring accuracy and relevance.
* Coordinate responses to enquiries from professionals, students and the general public on various aspects of marine pollution using in-house and trusted external resources.
* In collaboration with the communications officer, respond to requests for photos and graphics from third parties and ensure correct citation.
* Maintain awareness of copyright legislation and ensure that this is not breached, reporting any breaches to Managing Director.
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| *External relations, information Management & Dissemination* | * Oversee external translators and the translation process including quality assurance liaising with both external and internal translators.
* Collaborate internally with all roles from technical to managing director to develop and deliver topical articles, ensuring content is accurate, engaging and effectively disseminated across appropriate publication channels.
* Lead and coordinate ITOPF’s presence at international conferences and exhibitions, ensuring effective representation and delivery.
* Working with the communications officer identify, design and coordinate production of promotional merchandise.
* Assist where required with scripting and other activities related to filming projects.
* Keep informed of ways to increase the distribution and raise awareness of ITOPF’s publications and liaise with the technical team and IT to put this into effect, as appropriate.
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| *Other responsibilities* | * Assist Directors and Managers with the activities of the team as requested, including the provision of guidance and supervision of project work for less experienced staff where required.
* Contribute to the development of ITOPF’s Strategic Objectives, fulfilling and implementing strategic tasks assigned in good time.
* Assist the Technical team in gathering data before departure to a spill.
* Check invoice and credit card statements against all purchases made.
* Oversee the work of occasional temporary staff and work experience students.
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**Knowledge & Experience:**

* A qualification in English or Communications or relevant experience)
* Fully computer literate and familiar with a range of software packages, including knowledge/experience of MS Office, website publishing software (CMS), graphic design packages (Adobe Creative Suite – InDesign), databases.
* Proven competency in technical writing, copy-editing and proof-reading skills with the ability to deliver complex technical messages in a concise and clear manner.
* Excellent stakeholder management skills with the ability to verbally communicate in a credible and effective way, demonstrating professional competence and mastery of subject matter.
* Demonstrated experience in conducting detailed, high-quality research to support technical outputs.
* Certificate in project management (PRINCE2AGILE) (D)
* Organised and systematic approach to work with rigorous attention to detail.
* A greater understanding and experience of the broader aspects of the shipping, insurance, compensation and pollution response industry and environment in which ITOPF works and interacts. (D)
* Interest in the latest digital trends that could enhance content interaction and user experience. (D)

**Fundamental Job Functions**

* Additional duties as required from time to time appropriate to the level of post to assist in the efficient running of the company and fulfilment of its strategic objectives.
* Always comply with record keeping, data protection and confidentiality of information acquired during the course of employment.
* Follow and apply ITOPF’s policies
* Always consider and take responsibility for the health and safety of self and others and adhere to health and safety guidance at all times.
* Proactively consider your own professional development ensuring your skills and knowledge remain current and engage in ITOPF’s systems for development, such as annual reviews, formal and on-the-job learning opportunities.