

**SKA ORGANISATION**  
**BASED JODRELL BANK, UK**  
**Deputy Communications and Outreach Manager**  
**Application deadline: 27<sup>th</sup> November 2013**

**Competitive Salary and Flexible Benefits**

**Job Title:** Deputy Communications and Outreach Manager

**Reference:** DCO/01

**Reports To:** Communications and Outreach Manager

**Location:** Jodrell Bank Observatory, Cheshire, UK

**Closing Date for applications:** Closing date for receipt of completed applications is 27<sup>th</sup> November 2013. For details of how to apply please see below.

**Submission of applications:** Email to [jobs@skatelescope.org](mailto:jobs@skatelescope.org)

**Organisation Background**

The Square Kilometre Array (SKA) is a global project to build a multi-purpose radio telescope that will play a major role in answering key questions in modern astrophysics and cosmology. It will be one of a small number of cornerstone observatories around the world that will provide astrophysicists and cosmologists with a transformational view of the Universe. The SKA will be constructed in two distinct phases. The major science goals for the first phase, SKA1, will be to study the history and role of neutral Hydrogen in the Universe from the dark ages to the present-day, and to employ pulsars as probes of fundamental physics.

Since 2008, the global radio astronomy community has been engaged in the development of the SKA as a major part of the 'Preparatory' phase of the project. The Preparatory phase ended in December 2011 and, following a number of major changes, the international SKA project has now progressed to the 'Pre-Construction' phase (2012-15) with the establishment of a new legal entity, the SKA Organisation, on 14 December 2011. Eleven countries are now participating in the project, with others engaged in discussions concerning possible membership. The SKA Organisation is now headquartered in a purpose-built building at Jodrell Bank Observatory in Cheshire, UK.

The Office of the SKA Organisation ("SKA Office") will lead the SKA system design and oversee the detailed design being undertaken within the globally distributed SKA work packages.

**General**

Educated to degree level or equivalent, you will be an experienced outreach/communications professional, with a track record of working in an international organisation in a scientific environment. You will be a hard worker, creative and resourceful, flexible and hands-on, able and willing to tackle challenges and to take responsibilities.

**Overall Purpose of the Job**

You will support the Communications and Outreach Manager in the development and implementation of the SKA global communication and outreach strategy. You will undertake all the expected activities of a communication and outreach department of any major science project, focused on the particular SKA context. This includes media relations, constant update of the website and other multimedia platforms, development of promotional materials, participation in conferences, liaison with a diverse range of stakeholders from different backgrounds at local, national and international levels. This list is not exhaustive. In this endeavour, flexibility regarding working-hours and strong coordination with outreach colleagues all over the world is critical. Main outreach groups chaired by the SKA Organisation Communications Office are the SKA Communications and Outreach Working Group (SKACOWG) and the SKA Communications and Outreach Network (SKACON). The former is the core group, comprising outreach colleagues from the host countries and one Representative per continent while the latter is a wider group, bringing together outreach colleagues from all of the SKA partner countries, including some non-member countries as well. Some international travel will be required in this role.

### **Key Responsibilities, Accountabilities and Duties**

Under the direction of the Communications and Outreach Manager, you will:

- Act as the Communications and Outreach Manager's representative as and when requested by the latter (this includes authority in approval processes)
- Provide assistance and advice to the Communications and Outreach Manager in the implementation of the global communication and outreach strategy and in the development of the Communications and Outreach Office.
- Be the vice-chair of the SKACOWG and SKACON groups and write minutes of the SKACOWG and SKACON meetings and teleconferences
- Manage projects related to the implementation of the global communication and outreach strategy as defined by the Communications and Outreach Manager
- When requested, supervise staff and/or external contractors for the design and production of materials
- Maintain and expand the SKA network within the media worldwide
- Proactively liaise with media and pitch the SKA to relevant broadcasters, printed newspapers/magazines and radio stations around the world. This work will be done in collaboration with outreach colleagues in the SKA partner countries.
- Respond to media queries (coordination of interviews, proof reading, drafting of briefing notes, etc.)
- When requested, host or support hosting of media or relevant groups visits at one of the SKA sites.
- Prepare written material (for internal and external purposes) such as press releases, announcements, briefing notes, newsletters contents, internet content, movie scripts, fact sheets, educative material, etc.
- Update the SKA website and other multimedia platforms, including the upload of multimedia material and the proposal of innovative ideas and web based tools. Technical support is provided by an external web developer.
- Assist in coordinating international SKA presence at events and in organizing/sponsoring public events, including the supervision and coordination of personnel to staff SKA stand, logistics and production aspects. This includes regular travels.

**This list is not exhaustive and you may be required to undertake any other relevant and reasonable duties as directed by the Communications and Outreach Manager.**

### **Essential Knowledge, Skills and Experience**

You will have:

- A University degree or equivalent;
- A proven track record in high quality, written science communication targeting diverse audiences, such as the media, general public, or policy-makers;
- Demonstrated experience in dealing with international media;
- Demonstrated experience of working in an international and multi-disciplinary team environment;
- Demonstrated experience of working with a broad range of stakeholders, such as scientists, engineers, funding agency representatives, government officials, industry representatives, local communities and the general public;
- Proven ability to deliver results within tight deadlines;
- A flexible, hands-on attitude, and a willingness and proven ability to accept responsibility and manage your own workload;
- Excellent communication, proof-reading and interpersonal skills, with a high standard of spoken and written English;
- Experience in astronomy and knowledge of radio astronomy
- Willingness to travel and work outside normal business hours, including evenings and weekends.

### **Desirable Knowledge, Skills and Experience**

The following competencies are desirable:

- Staff supervision;
- Presentation skills, e.g. at conferences and on radio/television.
- Design skills
- Video/photo editing skills

For more information on the SKA project visit <http://www.skatelescope.org>. The SKA Organisation offers a competitive salary, a generous company pension scheme, annual bonus and a flexible benefits package. The successful applicant's workplace will be located at the SKA Office's new headquarters in Jodrell Bank Observatory.

**How to apply:**

For informal discussion of the post, please contact William Garnier, Communications and Outreach Manager, Email: [w.garnier@skatelescope.org](mailto:w.garnier@skatelescope.org), Tel: 0161 306 9613.

Please send a CV and covering letter, including details of your current remuneration, to [jobs@skatelescope.org](mailto:jobs@skatelescope.org), quoting reference DCO/01. Applications should include a summary of knowledge and communications experience, **detailing how you meet the essential and desirable qualifications, experience and knowledge criteria**, and the names of three professional referees, one of whom must be your current employer (or most recent employer if currently not working). Closing date for receipt of applications is 27<sup>th</sup> November 2013.

When applying please state where you saw the vacancy advertised.

Your referees will not be contacted unless you are short-listed for interview.