

## Two Vacancies at the DPC: Community Engagement Manager and Administration Manager

### 1. Introduction

The Digital Preservation Coalition (DPC) seeks to employ a Community Engagement Manager and an Administration Manager. The former has been newly established, the latter is an established post recently vacated. Both are available immediately for 12 months in the first instance.

### 2. About these posts

This is an exciting opportunity to work in a high-profile and important role in an organization which is changing and growing rapidly. Recruitment will be associated with the DPC offices in Glasgow and is available immediately. The posts are offered on a full-time basis for twelve months in the first instance. Both roles will work to enhance the profile and smooth running of this growing, strategically important and global membership organization. You will help to maintain and deliver organizational goals through a significant period of change and growth, marked by the DPC's 20<sup>th</sup> anniversary year, including the Digital Preservation Awards and the iPres Conference. You will help us deliver closer and more productive collaboration among the Coalition's 121 members and with our many partners and allies around the world. The DPC is a dynamic organization so practical insights on gradual but continuous improvement are both necessary and welcome. Successful candidates will not simply adopt existing plans and tools but will be encouraged to improve and enhance them. The roles are distinct but will work closely alongside each other on shared tasks towards common goals.

### 3. About the Digital Preservation Coalition (DPC)

The DPC exists so our members can ensure a secure digital legacy. A small but growing charitable foundation, the DPC occupies a distinctive position within this dynamic and diverse field. It was founded in 2002 and works with and on behalf of the leading experts in the field internationally. DPC has a world class reputation. At the time of writing, it has 121 institutional members around the world. It is funded principally through membership and receives around one quarter of its funds through externally sponsored projects.

We enable our members to deliver resilient long-term access to digital content and services, helping them to derive enduring value from digital assets and raising awareness of the strategic, cultural and technological challenges they face. We achieve our aims through advocacy, community engagement, workforce development, capacity-building, good practice and good governance. It is governed by a Board of Directors constituted from its full members.

The DPC has doubled in size in the last five years, a welcome development which has been enabled and required continuous improvement in processes as well as expansion of our program. In 2019 we added a strategic objective to build a Coalition scaled to the global digital preservation challenge. In 2020 we opened an office in Melbourne. In 2021, the DPC was granted charitable status as a Scottish Charitable Incorporated Organization (SCIO). It employs nine staff in offices in Glasgow, York and Melbourne.

Digital preservation is characterized by a supportive, international and vibrant community which is expanding rapidly. Cross-sector and interdisciplinary collaborations are highly valued, and they create the conditions for creativity and innovation in the face of shared challenges.

The DPC operates under a Strategic Plan which was renewed in January 2018. This defines seven objectives:

- **Community Engagement:** enabling a growing number of agencies and individuals in all sectors and in all countries to participate in a dynamic and mutually supportive digital preservation community.
- **Advocacy:** campaigning for a political and institutional climate more responsive and better informed about the digital preservation challenge; raising awareness about the new opportunities that resilient digital assets create.
- **Workforce Development:** providing opportunities for our members to acquire, develop and retain competent and responsive workforces that are ready to address the challenges of digital preservation.
- **Capacity Building:** supporting and assuring our members in the delivery and maintenance of high quality and sustainable digital preservation services through knowledge exchange, technology watch, research and development.
- **Good Practice and Standards:** identifying and developing good practice and standards that make digital preservation achievable, supporting efforts to ensure services are tightly matched to shifting requirements.
- **Management and Governance:** ensuring the DPC is a sustainable, competent organization focused on member needs, providing a robust and trusted platform for collaboration within and beyond the Coalition.
- **A Community Scaled to the Challenge:** Digital preservation is a global concern which needs to be addressed as such.

#### 4. Community Engagement Manager

As the job title implies, the Community Engagement Manager will take a key role in the delivery of the DPC's first objective, Community Engagement. This expresses our commitment to encourage and sustain participation in the Coalition and its work to create a mutually supportive digital preservation community. The role will contribute to all of the strategic objectives in turn through the provision of communications and engagement activities.

Following a work plan previously established but with latitude to enhance and innovate, the post-holder will ensure that the DPC's communications channels are maintained and expanded as the organization expands. The post holder will support the DPC's communications on a daily basis, making sure they are maintained and remain fit for purpose.

This will involve frequent interactions with members, partners and stakeholders internationally, carried out with professionalism and confidence through social media, through our web estate, significant volumes of correspondence as well as face to face. This will be particularly required to deliver the major activities of our anniversary year: the [www.dpconline.org](http://www.dpconline.org)

Digital Preservation Awards and the iPres Conference which will be held in Glasgow in September 2022.

#### Immediate Tasks

- Administration and support to the Program, Legacy and Organizing Committees for iPres 2022
- Support to communications with respect to World Digital Preservation Day and the release of the third edition of the DPC's 'Bit List' of Digitally Endangered Species.
- Planning and participating in the delivery of the Digital Preservation Awards 2022.
- Day to day communications activities such as drafting news announcements, liaising with members as well as managing web, email and social media content.
- Review and expand DPC's efforts to deepen relations with our membership

#### Longer Term Tasks

- The DPC is currently in transition from a UK agency with an international offering, to a truly global foundation. The postholder will support this development, researching and planning modes of community engagement that are impactful around the world.

### 5. Administration Manager

The post holder will take a key role in the delivery of the DPC's sixth objective: Management and Governance. This expresses our commitment to efficient administration and transparency. They will contribute to all of the strategic objectives in turn through the provision of business critical administrative and financial functions.

Following a work plan previously established, but with latitude to improve and simplify functions through continuous process improvement, the post-holder will support a range of financial and administrative functions for and on behalf of members, including data entry and the maintenance of financial records, membership records, event and online registration processes and note taking at meetings. Administrative elements of the role will require frequent interaction with members, partners and funders internationally. The financial aspects of the role will require confidence with numbers and integrity in financial matters. Both elements will require attention to detail and accuracy.

#### Immediate Tasks

- The post holder will support the Head of Workforce Development managing monthly registration for the DPC's popular 'Novice to Know How' training program and support online registration processes for the DPC's program of briefing and training days.
- The post holder will help administer and record the DPC's routine program of meetings including quarterly board and council as well as sub-committees.
- The post holder will provide the additional administrative support arising from the DPC's anniversary, including iPres 2022 and the Digital Preservation Awards
- Review and expand DPC's efforts to deepen relations with our membership

#### Longer Term Tasks

- The DPC is currently in transition from a UK agency with an international offering, to a truly global foundation, and it has recently been awarded charitable status. The postholder will help the DPC manage and address the administrative challenges that are likely to arise as a result.

## 6. Nature of the employment and outline of conditions

Both posts are offered on a full-time basis for twelve months in the first instance and are available immediately. The Community Engagement Manager post is available as a secondment for a suitably qualified candidate or as direct employment. The Administration Manager post is only available as direct employment.

### Salary and Remuneration

Employment will be under standard conditions articulated in the DPC staff handbook. The DPC's staffing structure is tied to the UK Academic-Related salary scales. Both posts are offered at Grade 6, points 25-32 (currently £29,614 - £36,382) full time and on a fixed term basis for twelve months in the first instance. Candidates will be appointed at a point on the scale consistent with previous employment and a market supplement will be available for an exceptional candidate. Cost of living increases will follow those agreed each year in line with those awarded at the University of Glasgow. Increments and awards for exceptional performance will be available depending on performance, which will be appraised annually. The DPC makes employer contributions into a private pension scheme for the employee which must be matched by personal contributions from the employee. DPC staff are entitled to 30 days annual holiday, excluding public holidays.

### Hours and Leave Entitlements

The post holder will be expected to work an average of 37.5 hours per week. There may be times when staff are required to work extra hours to deliver to tight deadlines or before a special event or project. Wherever possible, additional hours worked will be compensated by time off in lieu with prior agreement of the Executive Director. DPC employees are required to travel frequently within the UK and overseas. The first six months of employment will be probationary and subject to a satisfactory report.

### Training and Development

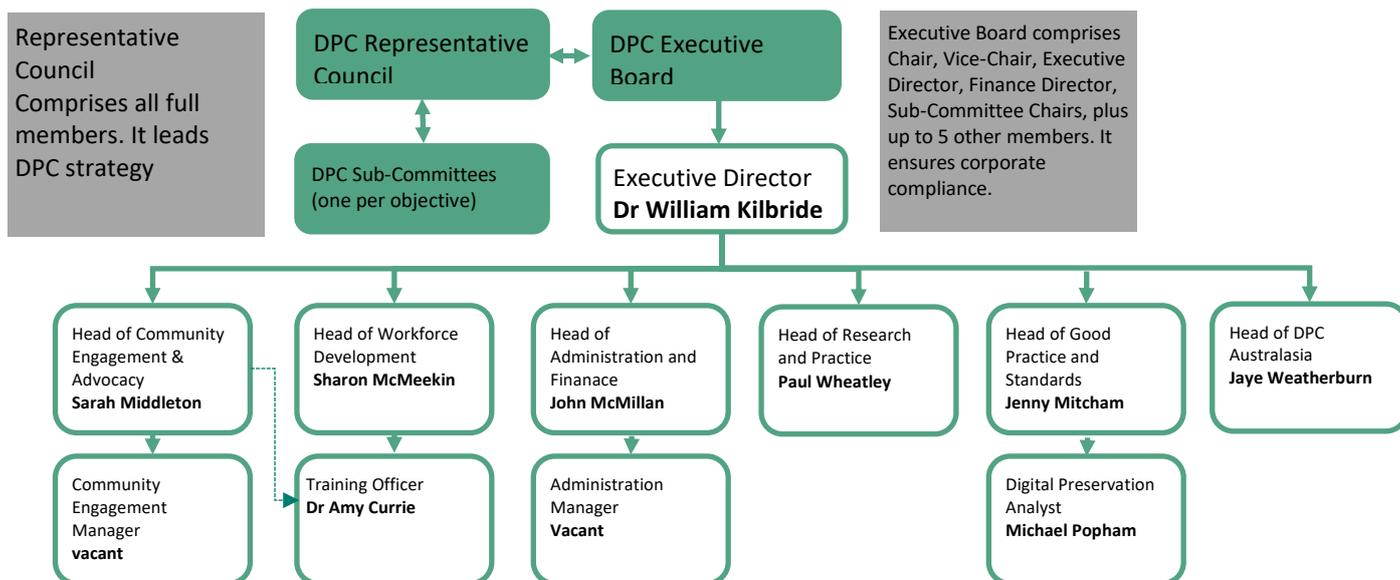
The DPC is a distinctive agency and recognizes that our changing structures and expectations will require investment in skills and training. A package of training will be available, in the first instance equivalent to one day per month and up to 2% of salary. The DPC will consider support for training, courses or further education when it is considered appropriate, supportive and beneficial to the DPC's core business. Proposals for sponsorship, regular study leave or financial support for external courses are assessed on a case-by-case basis, matching job role and operational needs to existing skills and competencies.

### Location

Our intention is to associate post-holders with our existing offices in Glasgow. However, the DPC seeks to recruit the best possible candidate and is willing to entertain some flexibility in the place of employment for an outstanding and experienced candidate. Candidates from

outwith the UK may wish to consider secondment arrangements. Recognizing also the current conditions of lock down, the first period is likely to involve working from home.

The Community Engagement Manager will report to the Head of Communications and Advocacy, and the Administration Manager will report to the Head of Finance and Administration and will in turn manage a series of professional service providers. An outline of the DPC organizational structure is presented below as of 1st August 2021.



\* Dr Amy Currie is currently overseeing the Bit List 2021, June-November 2021 under supervision of Sarah Middleton

## 7. How to apply

You may apply for one or both of the roles. An application will consist of a covering letter which outlines your interest in the role(s) (no more than 2 pages) and a completed application form submitted by email to [William.Kilbride@dpconline.org](mailto:William.Kilbride@dpconline.org) by 0700 UTC on Monday 27<sup>th</sup> September 2021.

Shortlisted candidates will be invited to an informal interview by video conference in the week commencing 4<sup>th</sup> October 2021. For an informal and confidential discussion about this vacancy please email [william.kilbride@dpconline.org](mailto:william.kilbride@dpconline.org).

## Community Engagement Manager: Job Description

<b>Job Title</b>	Community Engagement Manager
<b>Reporting To</b>	Head of Advocacy and Community Engagement
<b>Job Purpose</b>	
<p><i>Providing communications support across all parts of the organization to help meet the DPC's objectives, optimizing the impact and reach of our work, and with special responsibility for events marking the DPC's 20<sup>th</sup> Anniversary.</i></p>	

<b>Main responsibilities and accountabilities</b>	
1.	Regular communications planning and review to identify and reach appropriate audiences
2.	Delivery of regular, frequent communications and correspondence about DPC activities and opportunities through various channels including email, social media and web
3.	Management of online web content
4.	Providing supporting communications for campaigns processes
5.	Providing supporting communications and events administration for a range of meetings, conferences, events and training: <b>including co-ordinating bookings, delegates list, and general support</b>
6.	Maintaining organizational membership records and contacts database management
7.	Support in the development of key promotional materials.
8.	Oversee and deliver communications for major DPC events in 2022.
<b>Other responsibilities</b>	
9.	To ensure that all relevant DPC policies are applied in the post holder's work, working constructively and co-operatively with other team members and responding to the needs of Directors and members.
10.	To uphold the mandate and values of the DPC as expressed in the Strategic Plan.
11.	To attend as appropriate and participate in internal and external meetings of DPC as required, including staff meetings, Representative Council and Executive Board meetings, away days, task forces, working parties, and meetings organized by DPC members
12.	To attend DPC events as required.
13.	To travel as required
14.	To contribute to the corporate and business planning of DPC as required.
15.	To represent and promote DPC and its work positively in all internal and external dealings.
16.	Any other duties that could reasonably fall within the role.
<b>Changes to the job description</b>	
<p>This is a description of the job as it is presently constituted. DPC will review job descriptions periodically to update them in consultation with the post holder. It is the aim of DPC to reach agreement on any changes but if agreement cannot be reached, the organization reserves the right to insist on such changes to the job description. If post holders remain unhappy with proposed changes to their job description this should be resolved through the grievance process.</p>	

<p><b>Person Specification</b></p> <p>We encourage applications from diverse candidates with diverse skills. Applications are encouraged even when there is doubt as to whether criteria are met, allowing the recruitment panel to determine if qualifications, experience, skills and knowledge are sufficient.</p>
<p><b>Knowledge, Qualifications, Skills and Experience</b></p>
<p><b>Qualifications</b></p> <p>Either:</p> <p>Ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary knowledge and skills in a similar role.</p> <p>Or:</p> <p>Scottish Credit and Qualification Framework level 7 (Advanced Higher, Scottish Vocational Qualification level 3, Higher National Certificate), HNC or equivalent, and experience of personal development in a similar role.</p>
<p><b>Skills</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Strong written and verbal communication skills: ability to communicate clearly, clarifying requirements, responding to colleagues, members and the broader community.</li> <li>• Ability to undertake assigned tasks in a timely manner and to an acceptable standard.</li> <li>• Excellent computer skills, proficiency with Windows and MS Office applications especially Word and Outlook</li> <li>• Initiative and judgement to resolve problems independently.</li> <li>• Effective planning, organizing and prioritizing.</li> <li>• Ability to plan or schedule work, days and weeks ahead, and to respond to changing pressures or requirements.</li> <li>• Understanding of the quality standards and outputs required.</li> <li>• Team working and strong interpersonal skills</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Language other than English</li> <li>• A relevant IT specialism (for example desk-top publishing, graphical design, AV production)</li> <li>• Influencing and advocacy</li> <li>• Enthusiastic and engaging speaker</li> </ul>
<p><b>Experience</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of using social media (especially Twitter), mailing lists and blogs as a communications tool</li> <li>• Maintaining and updating a web site</li> <li>• Creating workplans and working to tight deadlines</li> <li>• Relevant practical experience in an office environment</li> <li>• Microsoft Office and other relevant software</li> <li>• supporting or delivering academic conferences or professional training events</li> <li>• Customer facing role</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in campaign or communications role</li> <li>• Experience in a digital preservation role or with a relevant DPC member</li> </ul>
<p><b>Knowledge</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Knowledge of basic marketing/communications principles</li> <li>• Knowledge of basic office management procedures</li> <li>• Working knowledge of digital preservation community</li> </ul>

<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Joomla CMS or similar web content management system.</li> <li>• Expert knowledge of a digital preservation topic</li> </ul>
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<b>Job Features</b>
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<p><b>Planning and Organizing</b></p> <ul style="list-style-type: none"> <li>• Planning and delivering communications support to the DPC team</li> <li>• Reviewing and evaluating communications campaigns</li> <li>• Contributing to DPC strategy, business and financial planning</li> <li>• Working within defined budget parameters</li> </ul>
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<p><b>Internal / External Relationships</b></p> <ul style="list-style-type: none"> <li>• Collaborating with colleagues to deliver effective, productive relationships with members, stakeholders, funders and Directors for member benefit</li> <li>• Liaising with DPC members to ensure meaningful two-way communications</li> <li>• Contributing to an effective DPC staff team and an effective Board</li> <li>• Facilitating both internal and external meetings when required.</li> </ul>
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<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Working flexibly on multiple tasks simultaneously</li> <li>• Working unsupervised on agreed targets and objectives</li> <li>• Enabling, communicating and sharing responsibility in a distributed team</li> <li>• Trustworthy with respect to security, non-disclosure agreements and sensitive information</li> </ul>
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<p><b>Additional DPC information</b></p> <p>The Digital Preservation Coalition (DPC) exists to secure our digital legacy.</p> <p>We enable our members to deliver resilient long-term access to digital content and services, helping them to derive enduring value from digital assets and raising awareness of the strategic, cultural and technological challenges they face. We achieve our aims through advocacy, community engagement, workforce development, capacity-building, good practice and good governance. These six themes constitute our high-level strategic objectives and are described more detail in our strategic plan which was adopted in January 2018.</p> <p>DPC is a charitable foundation and registered company limited by guarantee, founded in 2002 and governed by an Executive Board nominated by full members of the Coalition. DPC has a small permanent staff of nine, supplemented by specialist project staff and contractors, with offices in Glasgow, York and Melbourne. The staff structure mirrors the seven points of our strategic plan: the Executive Director leads the organization while staff manage and report progress towards one or two strategic objectives each. A Sub-Committee of the Board reviews each of these strategic objectives meeting with relevant officers on a quarterly basis. More information about DPC is available at <a href="http://www.dponline.org/">http://www.dponline.org/</a></p>
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Dimensions	
<b>The DPC:</b>	<ul style="list-style-type: none"><li>• Communication and consultation with DPC’s global membership, especially our full members.</li><li>• Knowledge exchange with an international community of around 2500 people.</li><li>• Staff complement of 11 (including 2 new posts to be appointed)</li><li>• Annual turnover of 850K GBP</li><li>• Approximately 20 partners on joint projects and initiatives</li><li>• Communication of learning from 3-5 research projects and approx. 15 development projects annually</li><li>• Reporting to funders and project coordinators for 3-5 research projects annually</li><li>• Supporting 3-5 funding applications annually</li></ul>
<b>This Role:</b>	<ul style="list-style-type: none"><li>• Supporting and assisting staff in other areas of DPC work: community engagement, advocacy, workforce development, capacity building, governance and management</li><li>• Occasional travel to DPC events and meetings, primarily within the UK</li></ul>

## Administration Manager: Job Description

<b>Job Title</b>	Administration Manager
<b>Reporting To</b>	Head of Administration and Finance
<b>Job Purpose</b>	
<p><i>Providing administrative support and responsibility for designated functions at all levels of the organization to help meet the DPC's objectives, within budget and best practice guidance.</i></p>	

<b>Main responsibilities and accountabilities</b>	
1.	Plan and lead the logistics of DPC virtual and in person events
2.	Liaise with suppliers to ensure best quality and value:
3.	Provide effective and timely financial management service
4.	Organizing allocation of places and upload of online training users onto Learning Management System
5.	Routine maintenance of website content, social media and comms activity.
6.	Maintain and develop organizational data and membership records, undertaking ad hoc analysis
7.	Responding to queries from members, supporters, event attendees and training users.
8.	Providing admin support for DPC meetings.
<b>Other responsibilities</b>	
9.	To ensure that all relevant DPC policies are applied in the post holder's work, working constructively and co-operatively with other team members and responding to the needs of Directors and members.
10.	To uphold the mandate and values of the DPC as expressed in the Strategic Plan.
11.	To attend as appropriate and participate in internal and external meetings of DPC as required, including staff meetings, Representative Council and Executive Board meetings, away days, task forces, working parties, and meetings organized by DPC members
12.	To attend DPC events as required.
13.	To travel within the UK and overseas as required
14.	To contribute to the corporate and business planning of DPC as required.
15.	To represent and promote DPC and its work positively in all internal and external dealings.
16.	Any other duties that could reasonably fall within the role.
<b>Changes to the job description</b>	
<p>This is a description of the job as it is presently constituted. DPC will review job descriptions periodically to update them in consultation with the post holder. It is the aim of DPC to reach agreement on any changes but if agreement cannot be reached, the organization reserves the right to insist on such changes to the job description. If post holders remain unhappy with proposed changes to their job description this should be resolved through the grievance process.</p>	

<b>Person Specification<sup>1</sup></b>
<b>Knowledge, Qualifications, Skills and Experience</b>
<p><b>Qualifications</b></p> <p>Either: Ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary knowledge and skills in a similar role.</p> <p>Or: Scottish Credit and Qualification Framework level 7 (Advanced Higher, Scottish Vocational Qualification level 3, Higher National Certificate) or equivalent, and experience of personal development in a similar role.</p>
<p><b>Skills</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to undertake assigned tasks in a timely manner and to an acceptable standard.</li> <li>• Detailed knowledge of relevant systems, equipment, processes and procedures including software.</li> <li>• Initiative and judgement to resolve problems independently.</li> <li>• Ability to communicate clearly, clarifying requirements, responding to colleagues and customers.</li> <li>• Effective numeracy and IT skills.</li> <li>• Effective planning, organizing and prioritizing.</li> <li>• Ability to plan or schedule work ahead, and to respond to changing pressures or requirements.</li> <li>• Understanding of policies and procedures relevant to the role, and the quality required.</li> <li>• Team working and interpersonal skills</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Language other than English</li> <li>• Relevant IT specialism</li> </ul>
<p><b>Experience</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Relevant practical experience in an office environment</li> <li>• Experience of using Microsoft Office or other relevant software</li> <li>• Experience of liaising with external suppliers</li> <li>• Customer facing role</li> <li>• Experience of work-planning and working to tight deadlines</li> <li>• Experience of maintaining and updating a web site</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Book-keeping or records management</li> <li>• Experience in small organization or charity</li> <li>• Familiarity with DPC member organization or cognate agency</li> </ul>
<p><b>Knowledge</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Knowledge of basic office management procedures</li> <li>• Knowledge of data bases and data entry</li> <li>• Knowledge of online booking systems</li> <li>• Knowledge of accounting software and data input</li> <li>• Knowledge of budgets and costing projects</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Elementary knowledge of digital preservation</li> </ul>

<sup>1</sup> We encourage applications from diverse candidates with diverse skills. Applications are encouraged even when there is doubt as to whether criteria are met, allowing the recruitment panel to determine if qualifications, experience, skills and knowledge are sufficient

<ul style="list-style-type: none"> <li>• Knowledge of the sectors in which DPC operates</li> </ul>
<b>Job Features</b>
<p><b>Planning and Organizing</b></p> <ul style="list-style-type: none"> <li>• Organising registration, virtual environment or venue, travel, accommodation, recording, and publishing of DPC events</li> <li>• Ensuring all financial information is accurately posted and reconciled in Sage Accounting (supplier and customer invoices, payments, receipts, VAT return, credit cards)</li> <li>• Ensuring all company records are up to date (membership, mailing and discussion lists)</li> <li>• Maintaining the structure and content of the DPC website</li> <li>• Planning and delivering support to the DPC team</li> <li>• Contributing to DPC strategy, business and financial planning</li> <li>• Working within defined budget parameters</li> </ul>
<p><b>Internal / External Relationships</b></p> <ul style="list-style-type: none"> <li>• Collaborating with colleagues to deliver effective, productive relationships with members, stakeholders, funders and Directors for member benefit</li> <li>• Liaising with suppliers to achieve best value and facilities for events and meetings</li> <li>• Contributing to an effective DPC staff team and an effective Board</li> <li>• Facilitating both internal and external meetings when required.</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Working flexibly on multiple tasks simultaneously</li> <li>• Working unsupervised on agreed targets and objectives</li> <li>• Enabling, communicating and sharing responsibility in a distributed team</li> <li>• Trustworthy with respect to security, non-disclosure agreements and sensitive information</li> </ul>
<p><b>Additional DPC information</b></p> <p>The Digital Preservation Coalition (DPC) exists to secure our digital legacy.</p> <p>We enable our members to deliver resilient long-term access to digital content and services, helping them to derive enduring value from digital assets and raising awareness of the strategic, cultural and technological challenges they face. We achieve our aims through advocacy, community engagement, workforce development, capacity-building, good practice and good governance. These six themes constitute our high-level strategic objectives and are described more detail in our strategic plan which was adopted in January 2018.</p> <p>DPC is a company limited by guarantee, founded in 2002 and governed by an Executive Board nominated by full members of the Coalition. DPC has a small permanent staff of six, supplemented by specialist project staff and contractors, with offices in Glasgow and York. The staff structure mirrors the six points of our strategic plan: the Executive Director leads the organization while four staff manage and report progress towards one or two strategic objectives each. A Sub-Committee of the Board reviews each of these strategic objectives meeting with relevant officers on a quarterly basis. More information about DPC is available at <a href="http://www.dpconline.org/">http://www.dpconline.org/</a></p>

## Dimensions

### The DPC:

- Communication and consultation with DPC's 120 members, especially our 26 full members.
- Knowledge exchange with an international community of around 2500 people.
- Staff complement of 11
- Annual turnover of 850K GBP
- Approximately 20 partners on joint projects and initiatives
- Communication of learning from 3-5 research projects and approx. 15 development projects annually
- Reporting to funders and project coordinators for 3-5 research projects annually
- Supporting 3-5 funding applications annually

### This Role:

- Supporting and assisting staff in other areas of DPC work: community engagement, advocacy, workforce development, capacity building, governance and management
- Occasional travel to DPC events and meetings, primarily within the UK