



Terms of Reference Editorial Assistant – Part-time 3ie, London

1. Introduction

The International Initiative for Impact Evaluation (3ie) is recruiting a part-time Editorial Assistant for its London Office, which is hosted at the London School of Hygiene & Tropical Medicine.

3ie is dedicated to improving development outcomes through better use of evidence from quality impact evaluations. Its functions are to promote evidence-based policy making and quality impact evaluations, through the funding of new studies, undertaking systematic reviews of existing studies, providing quality assurance services for impact studies and setting international standards. 3ie's activities will identify what development interventions work, and why, and the organisation will undertake advocacy to promote better development policies and interventions.

3ie is registered as a non-governmental organisation in the United States of America, with offices in London, New Delhi and Washington DC.

1.1 About the International Development Coordinating Group

The International Development Coordinating Group (IDCG) of the Campbell Collaboration is hosted at 3ie's London Office, which is where this position will be based.

The Campbell Collaboration is an international network of researchers, policymakers and practitioners who are interested in systematic reviews for better, evidence-based international development policy and practice. The mission of the Campbell Collaboration is to promote positive social change by contributing to better-informed decisions and greater effectiveness for public and private services around the world.

The IDCG prepares, updates and disseminates systematic reviews of high policy-relevance with a dedicated focus on social and economic development interventions in low- and middle-income countries, covering a range of priority areas in international development, including education, governance, poverty alleviation, social protection, livelihood strategies, health and nutrition and equitable access to justice.

2. Scope of work

The editorial assistant will report to the managing editor of the IDCG. The duties of the Editorial Assistant will be to assist the officers of the IDCG, and will include the following:

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- Assisting in the publication of titles, protocols and reviews and any other IDCG documents (mainly copy-editing and formatting of documents)
- Drafting website updates and communicating with the Campbell Collaboration web maintenance team
- Drafting and disseminating the IDCG newsletter (training in the newsletter publishing software will be provided)
- Creating and updating IDCG accounts on social media on a regular basis, such as Twitter, Facebook
- Assisting in identifying and communicating with external reviewers
- Identifying and maintaining a list of training opportunities in systematic reviews
- Maintaining information for authors documentation (e.g. database search guidance, protocol and review guidelines)
- Maintaining a list of IDCG voting members
- Maintaining the IDCG contact list, including on the Campbell Collaboration directory (training in the directory software will be provided)
- Assisting with organising the IDCG management and board meetings
- Acting as a rapporteur - drafting minutes of management and board meetings
- Engaging in other tasks and meetings as necessary.

3. Required skills and qualifications

- Candidates should possess an undergraduate degree, or be a final year undergraduate student in a relevant discipline (e.g., international development, economics, politics, social sciences) – 2.1 minimum grade (or expected 2.1)
- Strong oral and written communication skills, fluency in English is essential
- Ability to adapt communication styles to different audiences
- Excellent attention to detail
- Strong organisational skills and good time management skills
- Ability to work independently with little supervision and under own initiative
- Strong interpersonal skills and ability to work as part of a team
- Strong computer skills – experience with social media engagement; working knowledge of mass-mailing software will be a plus
- Interest or experience in international development and/or systematic reviews
- Experience of working in an administrative support capacity will be an added advantage

4. Terms

The rate of remuneration will be £12.00 per hour. The appointment is for a minimum of six months and ideally up to one year. A minimum of ten hours per week is required, depending on workload and availability. Remote working for some of the hours will be allowed on occasion. The successful candidate is expected to start as soon as the selection is completed.

Please send a cover letter, CV and details of two referees to stsoli@3ieimpact.org with 'Editorial Assistant Application' as the subject line. Application deadline is **31st January 2017**. We will, however, review applications on a rolling basis and will interview and make an offer when a suitable candidate is identified.