



**Alzheimer's Disease
International**

The global voice on dementia

Job information

Post title: Publications Manager

Basis: Part time, 3-days per week equivalent

Period: Fixed term 1-year contract

Location: Head Office in London, some remote working is an option

Job description

Main purpose of the job

- Managing ADI's publications programme including key annual reports - the World Alzheimer Report and 'From plan to impact', alongside policy, research and partner publications
- Regenerating publication content for online content for ADI's website, blog and newsletter

Key tasks

1. Management and delivery of ADI's key publication programme, including annual reports - the World Alzheimer Report and the '*From plan to impact*' report (delivered at the World Health Assembly, May). This includes management of the process from proposal and commissioning, through development, production, launch, review and analysis.
2. Delivery of ADI's additional programme of reports, papers and commentary including policy and research outputs
3. Identify content gaps and publication opportunities, aimed at keeping ADI at the forefront of delivery vital dementia-related content
4. Regenerating publication content for ADI's digital outputs including website, blog, newsletter
5. Identify and nurture publication partner opportunities
6. Support communications colleagues in promotion and marketing efforts to expand the reach of publications, especially around report launches and campaigns, including PR & media opportunities
7. Develop relationships with key sector journals to extend reach of content
8. Manage design and print agency relationships
9. Manage the publications budget
10. Work with the Head of Development on funding opportunities for reports
11. Any other reasonable task commensurate with this post as required by the Deputy CEO or CEO.

Key skills

- Editorial and proof-reading skills
- Design agency management
- Content generation
- Good knowledge of Alzheimer's disease and dementia in general

Person specification

The successful candidate will need to demonstrate they meet the following criteria:

Essential

1. Publications / publishing experience – in particular, managing the report generation process from commissioning through to distribution
2. Established and good working knowledge of Alzheimer's disease and dementia
3. Excellent editorial and proof-reading skills
4. Excellent copywriting and storytelling ability
5. Excellent written and oral communication skills in English (and preferably one additional language)
6. Experience of commissioning publications
7. Design and productions process experience and design agency management
8. Experience of creating content for multiple audiences, including the scientific community, policy makers, research/academic community and for a general audience
9. Ability to liaise with people at all levels, both inside and outside the organisation, including academic and medical organisations
10. Familiarity with applications including Word, Excel, Outlook, PowerPoint and Adobe Acrobat
11. Experience of running projects on time and on budget
12. Ability to manage multiple projects

Desirable

1. Experience of working in an international NGO or in a culturally diverse and complex organisation
2. Experience of working in a membership organisation
3. Experience of working in the health or care sector
4. Content management system familiarity
5. Degree level qualification