Increasing Impact Through Collective Action
We believe people in crisis have the right to assistance
We believe, in the right conditions, CVA is the best way of supporting people in crisis
We believe CVA offers dignity, choice and the right to self determination
We believe in collective action

Role Title
Library and Publications Officer

Role Purpose
The Library and Publications Officer manages the library, including curating, monitoring what is being uploaded, and increasing use. The post holder also manages the publications pipeline and coordinates translation processes. As a member of the Communications and Digital team, the postholder provides an essential role to ensure resources are readily available and accessible.

CaLP Purpose
CaLP is a dynamic global network of over 90 organisations engaged in the critical areas of policy, practice and research in humanitarian cash and voucher assistance (CVA) and financial assistance more broadly. Collectively, CaLP members deliver the vast majority of humanitarian CVA worldwide.

We envision a future where people are enabled to overcome crises with dignity, by exercising choice and their right to self-determination.

The purpose of the CaLP network is to maximise the potential that humanitarian CVA can bring to people in contexts of crisis, as one component of broader financial assistance. To do this we catalyse the power, knowledge and capacities of our diverse global network, alongside other local, national, regional and global actors, all of whom are seeking to secure better outcomes for people living in crisis contexts. Our role as a collective is to generate alignment in the approaches and actions of those within and across our network, in order to help optimise the quality and scale of humanitarian CVA.

What makes CaLP unique is its diversity. CaLP members currently include local and international non-governmental organisations, United Nations agencies, the Red Cross/Crescent Movement, donors, specialist social innovation, technology and financial services companies, researchers and academics, and individual practitioners.

As a CaLP team, we work with and for the CaLP network – keeping our vision front and centre. Working impartially, we engage with the network to generate evidence, we facilitate dialogue, we challenge and question, we draw together good practices and promote their uptake. We play a key role in creating the impetus and means for thought leadership and convene network members to generate futures-thinking
agendas. We mobilise the membership and the wider network to look for collective solutions to collective problems.

**How we aim to work as the CaLP team**

We strive to work collaboratively with the network and as a team. All of us, in some way, influence, communicate, manage knowledge, share learning and administer to get things done.

We work as one team and in many sub teams, we also create task teams to drive forward specific activities and then disband them when the job is done. Many teams are largely self-organising, agreeing ways of working that make sense for the task at hand with devolved decision-making that gives us space to act to meet our own responsibilities.

This way of working can take time to get used to, it’s not perfect and we’re constantly seeking to strengthen it. This fluidity and team work brings huge benefits, in that it allows us to remain agile, explore, learn as we go, adapt further and get better at what we do, in service of our goals.

| Role grade:     | AAH US Grade 5  
|                | AAH Spain 5     
|                | NRC 6           
|                | OGB Grade D     |
| Management support line: | Head of Communications and Digital Platforms |
| Management support for: | None |
| Budget responsibility: | Yes |

**Key Accountabilities:**

- Lead a collaborative process to review the use of the library (use, accessibility, effectiveness of tagging etc).
- Develop and lead the implementation of plans to further increase the use of the library, monitoring user engagement and gathering feedback to inform further developments.
- Build connections other agencies that are managing libraries / resource centres and explore synergies / opportunities for collaboration.
- Develop and maintain a tracker to manage the publications pipeline – tracking resources that require design, copy editing and translation.
- Coordinate and quality assure the design and copy-editing of publications.
- Lead a process to define how translation processes are managed across CaLP, including defining quality standards. Ensure agreed processes are followed and standards utilised.
- Coordinate translation processes including the contracting of translators (note: Communications Officer Language Leads will manage the relationship with the translators once contracted)
- Manage contracted out services e.g. copy editing and design
- Ensure that a pool of specialists available on framework agreements to deliver quality design, copy-editing and associated services.
- Source images for use across the organisation (publications, training, web etc), ensuring that image guidelines are used.
• Ensure content adheres to appropriate policy and legal requirements, and that necessary checks happen before publishing.

| Essential Technical Skills, Experience & Knowledge | Degree or equivalent qualification in an appropriate technical field, or equivalent level of professional experience. |
| - | Organisational and administrative skills, with strong attention to detail. |
| - | Interpersonal skills and a strong team player, with a positive attitude. |
| - | Experience of digital communications / on-line platforms. |
| - | Ability to work independently whilst knowing when to refer for advice. |
| - | A proactive approach to work with a high level of initiative, ability to manage different priorities, and willingness to learn and develop new skills. |

| Desirable attributes | Written and verbal communication skills in Arabic, French or Spanish |
| - | Experience of working in a virtual network or remote team |

Role profiles are living documents, and aren’t an exhaustive list of things to do. The role may require other reasonable duties. As with everything, flexibility is the name of the game.

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