

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Associate, Nutrition Connect		
<b>Classification:</b>	Grade 3 - Associate	<b>Direct reports:</b>	0
<b>Work location</b>	Delhi, India / Nairobi, Kenya / Abuja, Nigeria	<b>Travel required:</b>	Up to 5%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The Associate will manage the day-to-day operations necessary for the maintenance and development of Nutrition Connect (NC), a knowledge mobilisation platform aimed at sharing evidence and experience around public private engagement for nutrition. They will be able to build strong relationships with partner organisations which are sources of material for, and potential users of, NC</p> <p>NC forms part of GAIN's efforts to support understanding and action for nutrition by a wide range of actors, from governments to businesses, NGOs, academia and civil society. In particular it aims to address knowledge gaps around how to catalyse markets for safe and nutritious foods produced sustainably, especially to meet the needs of better diets for poorer consumers</p>
<p><b>Tasks and Responsibilities</b></p> <p><u>Content management</u></p> <ul style="list-style-type: none"> <li>• Adapt content to showcase emerging thinking around food systems</li> <li>• Ensure regular and engaging content is planned and populated on Nutrition Connect (NC) and relevant other social and communication/ advocacy channels.</li> <li>• Identify resources for NC, including peer reviewed journal articles, institutional reports and discussion papers, fact sheets, case studies, blogs and news, events, and audio/visual materials.</li> <li>• Ensure the site is technically sound, including security and privacy updates with relevant agencies</li> <li>• Regularly review performance of site and socials to better understand user experience, behaviour and needs, and to inform suggestions for technical and structural site improvements.</li> </ul> <p><u>Content generation</u></p> <ul style="list-style-type: none"> <li>• Prepare summaries for resources, create copy for pages across the site, identify topics and support in development of blogs and interviews internal and external to GAIN, and assist in preparing synthesis pieces.</li> <li>• Identify and edit photographs and visuals to be used across site and social channels. Prepare infographics or visual learning tools as necessary. Create layouts and design for synthesis and stand-alone pieces.</li> </ul>

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- Upload approved content to site, including all citations, formatting and visuals as required.
- Support with literature review of specific topics identified by Manager for synthesis pieces.
- Monitor site and social performance (via e.g., Google Analytics, Hotjar) to understand how users are accessing and using the site, and adjust content as needed to anticipate and meet emerging needs and topics of interest.

### Outreach and engagement

- Support in development and dissemination of regular newsletters to showcase news, resources and updates on Nutrition Connect.
- Maintain up to date calendar of internal and external events, including links to post-event recordings or summary materials.
- Assist in the implementation of social media strategy to raise visibility of and engagement with Nutrition Connect, its resources and activities. Plan and create regular posts and activities across NC's social accounts and participate in relevant social media campaigns. Scan social media platforms to identify new themes, conversations, dialogues, research and reports in this space. Identify organisations and partners to tag, tweet, DM. Create visuals for social media, e.g., images, quotes, infographics.
- Support the Manager to manage, strengthen and develop relationships with internal and external stakeholders working in the nutrition, development, food systems and business spheres.
- Identify potential topics and contributors for interviews and blogs. This includes editing content and narratives as necessary, creating pages and copy, and preparing social media and other promotional collateral.
- Identify opportunities to host, co-host and participate in virtual and in-person events (as possible) to help further dialogue and understanding around public private engagement for nutrition. Support in development of themes agendas, speakers/participant lists, and promotion and follow up materials. Provide logistical and administrative support (e.g., manage invitation lists, prepare agendas, draft budgets, brainstorm for event ideation, send meeting information, updates, and follow-up communications).

### Project Management

- Develop, maintain and implement project workplans.
- Support in contract development and management for external suppliers as necessary.
- Support budget tracking and technical management and reporting.
- Support donor proposals and reporting.
- Manage audits and feedback for NC
- Support for vendor/ agency/ consultant management and reporting

### **Key organisational relationships**

- Reports to the Manager, Knowledge Management & Mobilization.
- Works closely with GAIN's Communication team to ensure content alignment, coordinated social outreach and media work, and standard practices.
- Works in collaboration with GAIN's Knowledge Leadership, Policy and External Relations, SUN Business Network and other relevant departments.
- The Associate leads external relationships with NC's key stakeholders, consultants and suppliers as necessary.

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JOB REQUIREMENTS
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Proficient with best practices for management of websites, social media platforms and web analytics</li> <li>• Excellent writing and presentation skills for outward communications for multiple audiences, particularly informed, non-expert audiences</li> <li>• Demonstrated capacity in research, evidence synthesis and translation</li> <li>• Ability to work effectively as part of a global multicultural team</li> <li>• Ability to self-motivate, prioritize, and multi-task</li> <li>• Ability to work under pressure to meet deadlines</li> <li>• Positive attitude towards learning from team members, partners and stakeholders</li> <li>• Excellent project management skills</li> <li>• Flexible and adaptable, with an ability to find solutions to implementation challenges</li> <li>• High level of professionalism and integrity</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proven experience/understanding of communications, website management and social media platforms essential</li> <li>• Solid experience in, or demonstrated experience of, a relevant field of global development (e.g., nutrition, global public health, agriculture, livestock, food systems, market development) essential</li> <li>• Experience with preparation and dissemination of documents / presentations for a diverse of range policy or other non-technical audience essential</li> <li>• Hands-on experience working in a low- or middle-income country an asset</li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Bachelors degree in nutrition, agriculture, food systems, international development, business, communications, or a related field or equivalent work experience</li> </ul>
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Excellent proficiency in English essential</li> <li>• Excellent writing and presentation skills for multiple audiences</li> <li>• Knowledge of French, Spanish or Portuguese is a plus</li> </ul>

WHAT GAIN OFFERS
<ul style="list-style-type: none"> <li>• Flexible working hours</li> <li>• Friendly working environment</li> <li>• Professional development opportunities</li> </ul>