JOB DESCRIPTION: ANALYST AND EDITORIAL MANAGER

Role	Analyst & Editorial Manager		
Reports to	Senior Writer	**Direct reports**	0-2
Budgetary responsibility	N/A	**Resource responsibility**	N/A
Safeguarding	Adhere to ISD's Safeguarding Policy	**Key relationships**	Communications & Editorial team, global analyst team
Contract	Full-time, 1 year fixed-term contract	**Location**	US/ Hybrid
Salary	$65,000-$85,000 (depending on experience)	**Level**	5 (Manager)

About ISD

ISD is a think and do tank that works globally to safeguard public safety, national security, human rights and democracy in the digital age. Combining research and analysis with government advisory work and the design and delivery of international training, education and communications programs, ISD works to implement real-world, evidence-based responses to these challenges. ISD has teams in London, Amman, Berlin, Paris and Washington DC.

The Communications and Editorial Team is central to ISD's mission, bringing to life our research and analysis and ensuring that our insight reaches the right people. The Communications and Editorial Team works hand-in-glove with programming, analysis and action teams across timezones and continents, helping to foster collaboration and bring our work to the wider world.

Role Purpose

ISD seeks to recruit an Analyst & Editorial Manager to work directly with our Communications and Analysis teams. The post holder will hold dual functions in relation to ISD's work:

- They will be responsible for contributing to ISD's analysis in its core programming on extremism, hate, information operations and digital policy with a focus on the online environment. They should have subject matter expertise in at least one of these areas. This will include developing project ideas, maintaining relationships with key stakeholders, conducting analysis and communicating the findings of this work to a range of audiences.

- They will have additional responsibility for producing and editing written outputs in different formats for a range of audiences, as well as reviewing and summarising current research and policy debates.

This opportunity will provide a unique chance for a communications and research professional to shape ISD's work in this area.

Responsibilities

Editorial & Communications Support (50%)
- Provide support to the global research and analysis team to shape ISD's products for a variety of audiences and purposes.
- Support the Communications & Editorial team with the task of upskilling ISD staff in writing and editing.
- Review and edit a range of ISD's written outputs to ensure uniformly high-quality research content and materials across the organisation.
- Act as author or co-author of publications and support wraparound communications activity as needed (e.g. press releases, social media threads, interviews), including project reporting.
- Work with staff to communicate the top lines of research in an impactful way.
- Assist in strategically positioning ISD public outputs through clear narratives and policy messaging.
- Partner with colleagues from across the organisation to agree outcomes, objectives and key messaging for strategically significant outputs.
- Where appropriate, engage with media under supervision of Line Manager or senior team.
- Support the Senior Communications Manager and rest of the Communications team in delivering key priorities. This may include but is not limited to rapid turnaround content, website content press releases, media outreach, and stakeholder engagement.

Digital Analysis (including ethnography and monitoring) (40%)
- Depending on area of expertise, the post holder will work on one or more of ISD's core programmatic areas of extremism, hate, information operations, and digital policy. As such, the following job responsibilities are indicative but depend on the area of specialism.
- Interpret datasets from social media and online media sources, using the range of tools available to ISD researchers, to help detect and analyze online extremist activity, as well as hate and conspiracy movements.
- Monitor the online ecosystems, rhetoric, images, symbols and influencers relevant to key extremist, hate and conspiracy movements, and/or information operations online.
- Drive analysis on online extremism, hate, information operations and/or digital policy, and author reports and briefings detailing key trends in extremist activity.
- Provide analysis of extremist and hate incidents or information operations, including assessments of their source, techniques and potential impact.
- Support the design and constant evolution of effective and appropriate methods, processes and technologies to support ISD's research team in online analytics.
- Build and manages trusting relationships with a defined set of stakeholders, as appropriate to role and with support from line manager.

Development Support (10%)
- Supporting the development and scoping of new research projects related to extremism, hate, information operations and/or digital policy.

PERSON SPECIFICATION

Expectations
We expect all staff, consultants and volunteers to:
- Commit to ISD's vision, mission and Guiding Principles

- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD's policies and procedures
- Adhere to risk management and security instructions at all times

Our commitment to Equality, Diversity & Inclusion

We endeavor to recruit a range of candidates into ISD, to strengthen our team and contribute to our inclusive organizational culture. We particularly welcome applications from candidates currently underrepresented across ISD – including those from diverse ethnic and socio-economic backgrounds, those with disabilities, and members of the LGBTQ+ community. We have tried to make this recruitment process as accessible as possible, but please let us know if you have any access requirements that you would like us to be aware of during this process.

Competencies

These reflect ISD's Guiding Principles which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD's Performance Review Process.

Guiding Principles	Competencies
Integrity	• Personal integrity • Focus on quality
Collaboration	• Respect for others • Commitment to the team
Agility	• Efficiency and effectiveness • Problem Solving
Courage	• Strategic thinking • Growth Mindset

Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
Knowledge, training and qualifications	• Degree-level qualification or equivalent relevant experience • An understanding of and commitment to ISD's core mission • Demonstrable understanding of extremism, hate and information operations • A good understanding of the social media landscape	• Master's Degree Qualification or substantial relevant experience • Substantial expertise in one or more of ISD's work areas of extremism, hate, information operations or digital policy

Experience	• Experience of working within an office environment • Experience organising meetings, events and trainings • Experience editing and writing formal documents • Experience with data analysis and report writing • Experience with project management support and coordination of project deliverables	• Experience working for a research, project management or civic action organisation • Experience working in an international environment with teams with diverse backgrounds • Experience working in a journalistic, PR or marketing setting • Experience supporting more junior colleagues outside of formal line management • Experience of, or active interest in, line managing a junior member of staff
Skills	• Exceptional written and spoken English • Clear, fluent and concise oral and written communication skills • Ability to edit a variety of document formats to a high level, and capacity to pass on this knowledge to others • Outstanding attention to detail • Highly organised with the ability to be flexible, multi-task and respond proactively • Ability to work well both independently and in a team • Knowledge of qualitative and quantitative research methods • Competent and confident in use of full MS Office suite	• Strong writing and communication skills, with a clear ability to reflect ISD's 'voice' and style guide in a range of formats.