



Terms of reference for recruitment:

SPARC PUBLICATIONS PRODUCTION LEAD

SPARC background

[Supporting Pastoralism and Agriculture in Recurrent and Protracted Crises](#) (SPARC) is a six-year (2020- 2025) research programme funded by the UK Foreign, Commonwealth and Development Office (FCDO) and managed by Cowater, the International Livestock Research Institute (ILRI), Mercy Corps and ODI. Since 2020, SPARC research has been informing policies, practices and investments to better support the resilience of dryland communities in Africa and the Middle East. It does so by addressing evidence gaps on the effectiveness of different programmes and policies, and using the evidence it generates to support donors, governments, and the aid sector to more effectively engage in the drylands.

About the role

SPARC is looking for a Publications Production Lead to: ensure the production of SPARC publications to strict quality, timeliness and budget standards; oversee the quality and consistency of published work; and work closely with the Project Management Team and Knowledge Management Team to ensure SPARC research is being widely embedded across relevant platforms. It is an exciting opportunity for a proactive and detail-oriented professional to develop and manage a busy publications portfolio.

The role would be for **3 days a week, remote working**.

Roles and responsibilities

- (With researchers and suppliers) Oversee production of between 40-50 publications a year to high quality, budget and timeliness standards
- Oversee quality assurance of SPARC content and make creative suggestions to improve processes and quality as needed
- Manage SPARC templates and branding
- Monitor publications budget
- Upload publications to SPARC website and key knowledge-sharing platforms
- Liaise with SPARC Knowledge Manager and Project Management Team on publications progress



Requirements

- Minimum three years' work experience
- Demonstrable expertise editing, proofreading or otherwise overseeing quality and consistency of written outputs
- Publications or journals production experience
- Efficient and able to prioritise
- Detail-oriented
- Experience using website software
- (Preferred) Degree in sustainable development or equivalent work experience
- (Preferred) Experience with knowledge management platforms such as WeAdapt, PreventionWeb, ReliefWeb and similar.

Application requirements

The deadline for applications is **Sunday 14 April, 23:59 GMT**. Please provide:

- Your CV
- Your fee rate
- A one-page cover letter outlining your expertise and capability/skills, and how this aligns with the terms of reference in this job listing
- Your earliest start date

Please send to c.king@odi.org.uk with the email title '**Application: SPARC Publications Productions Lead**'.