

International Institute for Environment and Development

Job description

Sustainable Markets Group

Job Title:	Website and Research Assistant
Responsible to:	Head, Sustainable Markets Group
Main contacts:	<u>Internal:</u> Staff within Sustainable Markets Group and Web Services Co-ordinator <u>External:</u> Research partners (UK and overseas) and donors.
Main purpose:	a) To develop and regularly maintain two websites which are the main information portals for two major collaborative projects on smallholders and access to agrifood markets b) To provide research assistance to those projects
Salary:	Programme Grade 5: £22,095 - £27,595pa pro rata depending on experience
Contract:	Two-year fixed term contract (with the possibility of extension at the end of this period), 3-4 days per week (to be negotiated)
Location:	London Office

BACKGROUND:

The Sustainable Markets Group drives IIED's efforts to ensure that markets contribute to positive social, environmental, and economic outcomes. The group brings together IIED's work on Corporate Responsibility, Market Structure, Environmental Economics, Trade and Investment, Tourism, and Mining.

The group is responsible for two multi-partner projects, which have associated web portals that will be the principal external information dissemination resources for the projects.

The *Small-Scale Producers and Standards in Agrifood Supply Chains* project is a partnership between IIED, the Natural Resources Institute (www.nri.org) and the UK Department for International Development (www.dfid.gov.uk). A web domain (www.agrifoodstandards.org) has been reserved, and has to be built quickly into a resource area for the whole subject of standards and market access for smallholder farmers.

The *Regoverning Markets* project involves an international consortium of research organizations, which is looking at how small-scale producers in mid- and low-income countries can prosper, when supermarkets and food companies bring rapid changes to agrifood markets. In the first phase of this study, a website www.regoverningmarkets.org was built primarily as a place to house the research outputs. Now that an ambitious second phase of the work is underway, the site needs to become more interactive, more accessible to the core project partners,

newsier, very regularly updated, and better able to provide a one-stop resource for people interested in the subject of market structure and governance.

A key role is to increase and maintain the popularity of these websites among their respective constituencies - increasing not only hits, but also breadth of participation and geographical location.

Both of these projects also require research support, especially gathering of literature, news, references and data.

There is also a possibility that at least one more electronic forum – successfully used in Phase 1 of Regoverning Markets – could be employed again in either of these projects.

KEY RESPONSIBILITIES:

Website development and maintenance (60%)

1. In collaboration with Sustainable Market staff and IIED's Web Services Co-ordinator, assist in creating an informative and lively website for the *Small-Scale Producers and Standards in Agrifood Supply Chains* project (www.agrifoodstandards.org), so that:
 - Project descriptions, progress reports etc can be available to all partners
 - Key external project partners can interact with the site
 - Site users can obtain information and news on the broader subject matter, and links to further resources
2. Redesign the *Regoverning Markets* project website (www.regoverningmarkets.org), so that:
 - The site is more useful to policy, industry and civil society actors
 - Project descriptions, progress reports etc can be available to all partners
 - Key external project partners can interact with the site
 - Site users can obtain information and news on the broader subject matter, and links to further resources
3. Gather information and resources from all media for posting on the website on a daily or regular basis. Forming a familiarity with the main industry portals and key contacts will be an initial task. The Website and Research Assistant will require a tenacious approach to information gathering and its dissemination to the audiences associated with these websites.
4. Load documents, news, resources, links etc., and assist project partners to do the same
5. Compile a database of interested project contacts
6. Prepare 3-monthly project email newsletters

Research assistance (40%)

1. Gather information and resources in support of the projects either through literature searches, searches of the 'grey' literature and business resources, or through interviews with key contacts
2. Undertake research work on selected topics, and synthesise research material provided by collaborators, as needed.
3. Organise seminars and workshops on issues relevant to the Sustainable Markets Group research projects and dissemination of research findings.
4. Set up electronic discussion groups when required as a tool for consultation and dialogue in selected research projects

Please note that the 60/40 split between the web responsibilities and research is an indication of the average over the year - sometimes this will vary, depending on the needs of the programme.

PERSON SPECIFICATION:

Essential Skills and Experience

- First degree or equivalent level of education
- Up to four years experience in web development and maintenance
- Research experience in environment and sustainable development issues
- Familiarity with “Apache” web server software running on a “Red Hat” Linux platform
- Practical knowledge of contemporary (WC3) standards for design and accessibility
- Experience of Macromedia Dreamweaver, Adobe Photoshop, Adobe Acrobat 6
- Excellent knowledge of spreadsheets (Excel), word-processing (Word), communications packages (Microsoft Outlook) and the Internet
- General familiarity with scientific literature
- Excellent interpersonal skills
- Enthusiastic and able to build effective relationships in a challenging environment
- Ability to be adaptable and flexible, prioritise work effectively and balance conflicting demands without close supervision
- Ability to work independently and as part of a multicultural and multidisciplinary team
- Excellent written skills in English developed through drafting text, copy-editing, proof-reading and editorial skills
- A good general grounding in politics and current affairs and an interest in and understanding of the issues involved in Sustainable Development

Desirable

- Research experience in the implications of changing market structures and the contribution of both large companies and small producers and SMEs to sustainable development
- Experience of MySQL databases, PHP, Perl and Python programming languages, CGI and Mailing Lists
- Masters degree
- Fluency in at least one European language other than English

This job description defines the level of responsibility and areas of involvement of the post; the details of the duties may change over time and do not form part of the contract between IIED and the post holder.