



International Parliamentary
Network for Education

Job Description Communications Officer

September 2025

We are looking for a Communications Officer to join the IPNEd Secretariat. This role will lead our internal and external communications, including copy-writing, storytelling, and content creation across all our communications channels.

About IPNEd

The International Parliamentary Network for Education (IPNEd) works to mobilise the political leadership necessary to accelerate the delivery of quality education for all.

As the first and only global parliamentary network dedicated to education, IPNEd seeks to grow and deepen political understanding of and commitment to quality education for all. To do this, we work with parliamentarians individually and in groups at the national, regional, and global levels.

The Network consists of more than 500 parliamentarians from around the world who are committed to achieving Sustainable Development Goal 4 - Quality Education - through increasing funding, and improving learning, especially foundational early grade literacy and math skills, and equity of education globally.

About Results UK

Results UK hosts the IPNEd Secretariat.

Results UK seeks to make change in the world by utilising a combination of grassroots, parliamentary, and policy advocacy to create the public and political will to end poverty.

Alongside IPNEd, Results UK hosts another organisation, Send My Friend to School, the UK's umbrella body for organisations working on global education.

Role Description

The IPNEd Secretariat's role is to ensure that IPNEd members can exercise their unique functions as Members of Parliament effectively as possible to accelerate educational progress.

Timely and effective internal and external communication is central to this work.

We are looking for a proactive and skilled Communications Officer to lead the delivery of creative communications and digital content campaigns to expand

IPNEd's reach, grow audiences, and drive meaningful engagement with MPs and our wider stakeholders.

You will develop and implement strategies to strengthen IPNEd's communications channels, collaborate with our partners to design and implement communication strategies, and support our global priorities. The role also involves supporting internal communications with our parliamentary membership, including maintaining our membership database.

You will also monitor the performance of our communications efforts, identifying and testing ways to improve reach and engagement to ensure continuous improvement and impact.

We are looking for someone who can be proactive, efficient, and flexible in supporting all aspects of IPNEd's internal and external communications.

This post will offer unparalleled opportunities to contribute to policy and advocacy in support of global education and to develop knowledge of policy development, advocacy, and the particular roles of members of parliament in delivering change.

Duties include, but are not limited to:

- **Content Creation**

- Develop written and visual content, including blog posts, newsletters, social media posts, press releases, infographics, and videos.
- Tell strategic stories that highlight the importance of education and profile the work and impact of members of parliament in accelerating educational progress.
- Draft op-eds, speeches, and press releases to shape conversations and advance IPNEd's mission.

- **Media Relations**

- Monitor external media and use this to inform IPNEd's external communications.
- Build and maintain relationships with external media and other organisations, identifying opportunities to collaborate and to pitch content.

- **Digital Communications**

- Manage the organisation's website, including development, maintenance, and continuous improvement.
- Implement and oversee digital communications channels, including our presence on X, Bluesky, Facebook, and LinkedIn.
- Develop and produce performance data and reports for digital channels.

- Use performance data to test new approaches to communications.
- **Strategic Planning & Collaboration**
 - Contribute to and implement communications and external engagement strategies.
 - Work closely with the Executive Director and Senior Policy & Advocacy Adviser to identify content and engagement opportunities.
 - Represent IPNEd in meetings with members of the Network and external partner organisations, building good working relationships.
- **General**
 - Supporting the Secretariat with research and writing.
 - The post-holder may be required to travel internationally.
 - The post-holder will also carry out other duties as necessary.

Skills and Experience

Essential criteria

All candidates must have the right to live and work in the UK. If you are made an offer of employment, this will be subject to verification, we are not able to offer visa sponsorship for this role.

Skills and experience

- Proven experience in a communications role within the not-for-profit, international development, or advocacy sectors.
- Strong written communication skills, with proven experience drafting press releases, articles, comment pieces, blogs and social media posts.
- Proven ability to craft engaging written, visual, and multimedia content across digital platforms.
- Strong understanding of social media analytics to drive up engagement and increase our online visibility.
- Familiarity with digital content tools (e.g. Adobe Suite, Canva).
- Highly collaborative, culturally aware, and committed to social justice.
- Skilled in managing websites, email marketing, and content management systems (e.g. Mailchimp, Squarespace).
- Experience of working with parliamentarians or in public affairs, campaigning or advocacy work in either a paid or voluntary environment, preferably in the context of international development or education.

- Strong interpersonal skills and an ability to work with a wide range of people.
- Excellent written and verbal communication skills.
- Excellent organisational skills with strong attention to detail.
- Willingness and flexibility to work across a range of tasks and activities.

Personal attributes

- A passion for politics, international development, and global education.
- Self-starting, highly organised, and able to manage multiple tasks.
- Confident and willing to initiate contact and discussion with parliamentarians and officials.
- Able to respond flexibly to changing priorities, and to both set and work to deadlines.
- A good team worker who enjoys supporting other members of a team and working together for common objectives.
- Willingness to work in an all-party, politically neutral organisation and to work enthusiastically with members of all political parties.
- Willingness and ability to travel outside the UK.
- Ability to quickly absorb information.

Desirable criteria

- Ability to speak a second UN language: French, Spanish, Arabic, Russian, Mandarin.

Equality, Diversity and Inclusion

Results UK is an equal opportunity employer.

Results UK is opposed to discrimination in employment as well as in society, politics and the economy, and seeks to avoid discrimination in its own employment and recruitment of staff and volunteers. We will not discriminate on grounds of creed, race, gender, sexual orientation, disability or age.

We positively welcome the contributions of people from a wide range of backgrounds, skills, and abilities, recognising the value that different perspectives bring to the organisation. As part of this commitment, we aim to attract and retain high-calibre staff of all backgrounds by offering a range of people-centred policies to support our staff, including options to work from

home, flexible working and agile contracts, training and professional development opportunities, and membership of the disability confidence scheme. Further information about these is available on request.

As an organisation, we are committed to ensuring that our recruitment policies and processes are inclusive, equitable, and fair.

Personnel policies are available on request.

Salary, benefits, and other key information

IPNEd is hosted by Results UK. The line manager for this role will be IPNEd's Senior Policy & Advocacy Adviser.

1. Starting date

The position is available immediately, and is offered as an initial 12-month contract with the intention of being extended if funding permits.

2. Salary

This role is graded at Results Professional Level Two with a salary of £32,142 per annum.

3. Hours of work

This is a full time role 35 hours a week. These hours will be worked as agreed with the line manager, but some flexibility may be required to meet the needs of the job. There is no paid overtime, but Results UK offers a flexitime system for all staff.

4. Holidays

25 days per year plus bank holidays. Holidays increase by one day per year of service to a maximum of 30 days. Holidays are earned in arrears.

5. Notice Period and Probationary Period

This role has a one-month notice period. The employee will have a probationary period of three months, during which time the notice period is one week.

6. Location

The post is a hybrid role with the expectation that the postholder can work from Results' office at Clarence Centre for Enterprise and Innovation, 6 St George's Circus, London, SE1 6FE when required.

Currently, most Results UK staff are combining working from home with time in the office.

7. Travel

Occasional International travel will be required. The post holder must be able and willing to travel to Global North and Global South countries.

8. Additional Benefits

Staff joining Results are automatically enrolled in our company pension scheme unless they choose to opt out. A legally mandated minimum employee contribution applies, and all employee contributions to the pension are matched 1:1 by Results up to a maximum of 5% of gross salary.

Staff may receive a tax-efficient loan for the purchase of a bike, through which the final price of the cycle is lower than on the market—details at cyclescheme.co.uk.

Staff may receive a loan for the purchase of a travel season ticket.

Recruitment Process

Applicants are asked to upload a CV (maximum 3 pages) and a cover letter which details how you meet the skills and experience required for this role. Using our [online application portal](#).

For further information about the International Parliamentary Network for Education, please contact the IPNEd Secretariat at info@ipned.org.

The application deadline is midnight on Wednesday the 15th of October 2025.

First round interviews will be held online on Friday October 24.