

Job Description

Position: Communications Officer

Reports to	Policy Lead
Direct reports	Currently none
Job family	Officer
Location	International
Latest update	August 2022

About us

We are the Global Network of Civil Society Organisations for Disaster Reduction (GNDR). Established in 2007, we are now a network of more than 1,200 organisations in over 120 countries. We work together to prevent hazards like floods, droughts, earthquakes and infectious diseases from becoming disasters where people lose their lives, incomes and assets. We listen to communities that are most at risk, strengthen the capacity of civil society organisations, and advocate for risk-informed development and localisation.

Our vision

A world in which everyone works together to strengthen the resilience of people most at risk and prevent hazards from becoming disasters.

Our goals

Our members have set three goals for the network for our 2020-25 strategy:

1. Strengthen the collaboration, solidarity and mobilisation of civil society organisations
2. Champion a localisation movement
3. Strive for risk-informed development

Purpose of the secretariat

The secretariat is responsible for delivering the strategy and annual work plans, as agreed by the global board and trustees. The secretariat supports the development, coordination and implementation of the GNDR strategy. Our team is responsible to the board of trustees and the global board, via the executive director. Staff are based in regional hubs in six countries around the world: Guatemala, India, Indonesia, Kenya, Senegal and the UK.

Main purpose of the role

The Communications Officer is responsible for supporting the delivery of the network's Communications Strategy, as well as staff and members, by ensuring the day to day development and delivery of a diverse range of internal and external communications of a consistently high standard to GNDR's main audiences through our available channels, whilst managing his/her priorities to ensure a timely delivery of a busy workload.

The Communications Officer will report directly to the Policy Lead, however work in close collaboration with the secretariat's part time External Communications Coordinator. Whilst the External Communications Coordinator will lead and direct the communications strategy and branding, the Communications Officer will be responsible for the day to day communications outputs. This includes editorial responsibilities of project outputs, managing social media platforms, developing external communications plans for policy events.

Position in the organisation

- Responsible to the policy lead;
- Part of the Secretariat team and active participant in cross-team working groups;
- Works in close collaboration with part time External Communications Coordinator
- Works in close collaboration with all GNDR (London/Regional) Secretariat staff, Global Board, membership and project partners

Overall scope of the role

The remit of this post will cover the following core responsibilities:

1. Support the implementation of GNDR communications strategy and associated annual work plan
2. Write clear and effective copy and coordinate the sourcing of copy and media content for GNDR's communications channels

3. Maintain GNDR's website and social media sites
4. Training and supporting users in communications tools and software used by the network
5. Involvement in the design and production of communications outputs and materials
6. Provide communications support to GNDR campaigns and events
7. Liaise with Programmes staff to provide communications support to projects

Specific responsibilities

1. Communications strategy and work plan

- Support the External Communications Coordinator [ECC] in the dissemination, roll out and implementation of the Communications Strategy
- Develop and maintain a yearly communications calendar
- Provide generic advice and respond to queries on communications and branding to GNDR staff, Board and members
- Contribute to the monitoring, evaluation and sharing lessons from communications activities
- Respond to day to day queries from staff and members around communications

2. Writing and sourcing content

- Write editorial content and commission content from others
- Collate, edit and proofread content
- Source relevant imagery and media for mailings, website postings and communications materials

3. Maintain GNDR's website and social media sites

- Coordinate the production of compelling, regularly updated website content
- Coordinate editing, translation, design and dissemination of website content
- Coordinate the production and posting of relevant fresh content for GNDR social media outlets
- Maintain GNDR social media sites, including working closely Work with Policy Lead to develop social media content for major policy and advocacy events, and project teams to showcase project outputs
- Lead analytics of social media use

4. Support use of communications tools and software

- Contribute to the development of training materials around communications tools and software used by the network
- Support staff and members in the use of the communications tools and software used by the network

5. Design and production of communications materials

- Contribute to the development of design briefs for printed and/or digital materials
- Liaise with designers and other providers to supply them with copy/media content
- Coordinate with the GNDR team to discuss and decide on designs and drafts
- With the oversight of the ECC, ensure a consistent use of GNDR branding in publications and advise staff, members and providers on GNDR branding, as necessary

6. Support the implementation of Members Capacity Strengthening Initiatives

- **Contribute to develop e-learning resources,**
- Help to test on-line tools to strengthen knowledge management / share learning and foster collaborative actions

7. Campaigns and events

- Support the development and delivery of specific communications events including our own conferences (e.g. Global Summit) and presentations at other events and forums (Global Platform, High Level Political Forum, COP and the UN General Assembly).
- Provide communications support to the Programmes team on the development and implementation of campaign strategies and the planning and delivery of regional and national events, campaigns and initiatives
- Provide appropriate media and communications support to wider policy and advocacy activities

8. Liaise with Programmes staff to provide communications support to projects

- Provide core communications support to staff of active projects
- Contribute to develop resources for project partners and collaborators as well as members
- Provide backstopping support to the implementation of project

Person Specification

Title: Communications Officer

Person specification

Attributes and skills	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> ● A degree in a relevant field around communications ● Excellent written and spoken English ● Proven track record of producing high quality external communication pieces ● An awareness of the some of the key current topics in international development, humanitarianism and/or climate change 	<ul style="list-style-type: none"> ● Master’s degree in a relevant field ● Second language, preferably Spanish or French
Experience	<ul style="list-style-type: none"> ● At least three years’ professional experience in communications and/or media engagement roles ● Experience in the developing world ● Familiarity with a wide range of communications methods and tools ● Demonstrable experience liaising with specialist providers (graphic/media designers, copywriters, printers) ● Experience with branding, public relations and engaging with the media in proactive and reactive capacities ● Demonstrable experience writing for publications, social media and/or the web ● Experience of developing and delivering a social media calendar of content and producing a mixture of written, photo, video and (stock) graphics content 	<ul style="list-style-type: none"> ● Exposure and understanding of the issues surrounding disasters, DRR, development and equity ● Understanding of the Sendai Framework for DRR, risk-informed development and localisation ● Experience of commissioning and managing freelance photographers or videographers remotely

	<ul style="list-style-type: none"> ● Experience of growing and engaging social media audiences - and measuring key indicators ● Experience managing social media channels day-to-day (e.g. Facebook, LinkedIn, Twitter, Youtube) ● Basic skills in editing photos and video snippets 	
Skills and abilities	<ul style="list-style-type: none"> ● Ability to assess new options and innovations critically and to work with them flexibly where appropriate ● Very high standard of written English language skills - with the ability to proofread and edit other people's writing to improve spelling, structure, clarity, grammar, brevity and style ● Experience of producing engaging written copy (e.g. for news article, press releases, stories, reports, websites and social media) - links examples should be provided with application ● Experience of finding and producing impact stories for an NGO; including researching and interviewing people ● Excellent communications skills, including written and spoken fluency in English and Spanish ● Ready to learn new skills and understand new ways of working ● Ability to train, mentor and support other staff around the world to develop their communications skills in wide range of areas including: copywriting; gathering impact stories; using brand guidelines and templates; and adherence to the brand style guide ● Experience of delivering communications training 	<ul style="list-style-type: none"> ● Appreciation of project management tools and frameworks ● Advanced skills in Photoshop, Illustrator, InDesign ● Fluency in other languages, preferably French and Spanish ● Experience maintaining websites, HTML, word press and/or using a CMS ● Experience with mass mailing tools or a CRM

	<ul style="list-style-type: none"> • Ability to multi-task, organise, prioritise under time constraints and pressure. • Strong IT office skills – Word, PowerPoint, Excel etc. • Basic skills using graphic design software • Able to travel internationally when necessary 	
Personal qualities	<ul style="list-style-type: none"> • Culture and gender sensitivity • Good interpersonal manner and comfortable in cross cultural communication with people from different backgrounds; • Committed to GNDR’s values; • A calm, confident, assertive and welcoming manner; • Capable of working effectively in a fast paced and dynamic environment; • Concerned about attention to detail. • Able to take initiative, work under minimal supervision and be flexible • Able to manage a varied workload to tight deadlines with a strong attention to detail • A team player, able to develop strong collaborative working relationships across the organisation, and to work on own initiative 	<ul style="list-style-type: none"> • Committed to GNDR’s mission vision and values • Highly motivated and organised

Information for applicants

Eligibility	Candidates must have the legal right to live and work in any of GNDR’s regional hub locations . Currently the role is working from home with regular times in the office, as government guidance allows.
Start date	October 2022

Contract type	Contract will be offered on a fixed-term full-time basis for 1 year, subject to satisfactory completion of a six-month probationary period.
Office hours	35 hour working week within the office hours of Monday to Friday 9:00am - 5:00pm, with one hour for lunch. Flexible working arrangements are possible.
Annual leave	25 days pro-rata basis plus statutory bank holidays, plus additional year end days at the discretion of the executive director.
Probation	Six months probationary period with a three month mid-term review.
Salary	Competitive salary and benefits based on the regional location London Salary - £32,566 annual salary
How to apply	<p>To apply for this position all applicants should send a brief cover letter and CV to jobs@gndr.org with the subject line referencing the role title.</p> <p>Phone/Skype and/or face-to-face interviews will be arranged for shortlisted candidates on a rolling basis. Only candidates selected for an interview will be contacted.</p>