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| **JOB TITLE:**  Global Emergency Communications Officer – Hunger Task Force | | |
| **TEAM/PROGRAMME:** Communications and Engagement | **LOCATION: UK or any existing Save the Children International Regional or Country office Worldwide.** | |
| **GRADE**: D Junior-Mid level | **Type of Contract:**  Fixed term contract, until end of 2023 | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE:**  The Global Emergency Communications Officer is responsible for supporting communications materials that bring attention to the global hunger crisis. Working under the supervision of the Global Emergencies Communications Manager, this role will work in a dedicated capacity to the Global Hunger Task Force, helping to ensure that a steady stream of content is produced for reporting, presentations, senior manager’s engagements, fundraising, campaigns, and digital content teams.  The post holder works collaboratively with humanitarian, communications, content, digital, media, fundraising, advocacy and programme colleagues in Save the Children member and country offices. | | |
| **SCOPE OF ROLE:**  **Reports to:** Global Emergencies Communications Manager; with a dotted line to the Hunger Task Force co-chair  **Staff reporting to this post:** none  **Budget Responsibilities:** no direct responsibility  **Role Dimensions**: this is a highly demanding, fast-moving role that requires strong skills in emergency communications, project management, written and spoken communication. The role will require an ability to work in a networked structure across functional and geographical boundaries. | | |
| **KEY AREAS OF ACCOUNTABILITY:**   1. Support the development of communications materials that bring attention to the global hunger crisis helping to ensure that a steady stream of content is produced for reporting, presentations, senior manager’s engagements, fundraising, campaigns, and digital content teams 2. Working closely with country and regional offices develop context specific messaging, and ensure those messages are communicated across the movement 3. Keep abreast of relevant sector communications initiatives through horizon scanning of external news and events, and support the development of pro-active plans for impact communication 4. Work closely with the Global Emergency Communications Manager and Global Head of Corporate Communications to ensure our emergency communications help maximise funds raised, engage new and existing supporters, and strengthen our brand share of voice. | | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)  **Accountability:**   * holds self accountable for delivering on time and to standard, achieving and role modelling Save the Children values   **Ambition:**   * sets ambitious and challenging goals for themselves, takes responsibility for their own personal development * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**  Educated to degree level in a relevant field (e.g. Communications; International Development; Politics, International Relations; global health). | | |
| **EXPERIENCE AND SKILLS**   * Exceptional planning and organisational skills, with an ability to meet deadlines and manage multiple demands and competing priorities, while maintaining high quality standards. * Significant ability to work in a fast-paced environment and to adapt work plans flexibly depending on external opportunities. * Demonstrable skills in understanding the needs of a variety of teams across an international charity with the ability to promote and lead on integrated working * Excellent written and verbal communication skills to motivate, influence and negotiate both internally and externally * Knowledge of the digital media international environment and demonstrable experience working with digital media. * In-depth understanding of global humanitarian work / policies / strategies with strong working knowledge of current humanitarian crisis with a view of identifying global opportunities and likely impacts * Demonstrated success in delivering high-quality communications, products or tools targeting a diverse range of audiences. * Effectively prioritize and project manage demands and request for information / interviews / content from a variety of stakeholders both internally and externally. * Exceptional written communication skills in English, with a proven ability to distil large amounts of information for diverse audiences; skills in other languages would be an advantage * Fluency in a second language a considerable advantage * Great ability to work as part of a team within a networked structure, and to maintain good working relationships with colleagues across functional and geographical boundaries. * Thrives in high pressured environment * Demonstrated commitment to Save the Children’s mission and values. | | |
| **Equal Opportunities**  The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Health and Safety**  The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **Additional job responsibilities**  The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties appropriate to their level of skills and experience. | | |
| **JD written by: Katrina Kyselytzia** | | **Date:** |
| **JD agreed by: Hannah Wilkinson** | | **Date:** |