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| **TITLE:**  Humanitarian Communication Officer |
| **TEAM/PROGRAMME:** Communications, Media, Advocacy & Campaigns | **LOCATION:** Nairobi |
| **GRADE**: 4 | **CONTRACT LENGTH:** One year (with possibility of extension) |
| **CHILD SAFEGUARDING:** Level 3 – the role holder will have contact with children and/or young people frequently (Thrice a week or more or intensively) because they will be visiting country programs. |
| **ROLE PURPOSE:** The Humanitarian Communications Officer role is to manage and deliver vital information and communication products covering the humanitarian or emergency responses in Kenya and Madagascar to enable the timely sharing of targeted information with key stakeholders; potential donors, media, fundraising colleagues, Save the Children Members, and staff across Save the Children International.This role will work closely with child safeguarding and child protection colleagues, ensure that all children involved in our humanitarian communications, advocacy, and media work are protected from potential mental and physical harm, and potential repercussions from their involvement in our humanitarian communications, advocacy, and media work. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.As a member of the communications team, you will also support the country office to deliver strategic and timely communications support for other projects on a need basis.  |
| **SCOPE OF ROLE:** **Reports to:** Communications and Media Manager**Number of direct reports:** Communications Intern/s **Budget Responsibilities:** N/A**Dimensions:** Implement Kenya Humanitarian Communications Strategy in close coordination with the Humanitarian and Operations Manager and Field Teams. |
| * **KEY AREAS OF ACCOUNTABILITY:**
* **Programme Support**
* Lead information and communication flows between emergency responses and a variety of internal and external stakeholders (including situation reports, dashboards, and trackers)
* Produce accurate, clear, and consistent information and communication outputs relating to emergency situation and Save the Children’s emergency response – including key messages, Q&A’s and factsheets.
* Ensure that results from case study collection are fed back into humanitarian response team and planning.
* Information, Communications, Advocacy and Fundraising
* Produce accurate, clear, and consistent information and communication outputs relating to the humanitarian responses in Kenya and Madagascar – including key messages, Q&A’s, internal email updates, factsheets, reactive lines for media and advocacy work.
* Oversee and act as focal point for all visit requests to humanitarian sites, coordinating approval of requests and ensuring visitors adhere to the visits protocol.
* Work with the Communications and Media Manager to ensure the humanitarian communications response strategies are carried out in line with the Country Strategic Plan.
* Ensure all information for external use presents accurate information and appropriate images and does not put Save the Children unnecessarily at risk.
* Available for travel to the field sites to collect case studies and undertake photography commissions and case studies.
* Collaborate with advocacy colleagues to ensure core messaging is consistent when being shared externally.
* Manage the production of compelling photo stories, case studies and audio-visual materials from the field to highlight Save the Children`s work, including the commissioning of photography and film when required and in line with SCI policies and procedures (all consent on file and available).
* Ensure branding and visibility in the materials.
* Determine how to use various different materials through different communications channels (print, web page, social media, radio, television).
* Evaluate results and impact of media and communications activities.
* Ensures adherence to policy and procedure and that the rights of families and children are respected in all materials produced and disseminated (voice, photo, video, written).
* Develop and disseminate communication products such as invitations, podcasts, blogs as relevant.

**Multimedia*** In coordination with line manager, undertake multi-media commissions and produce content to accompany compelling case studies particularly on our work around child protection, health and nutrition, food security and livelihoods, education.
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| **BEHAVIOURS (Values in Practice**) **Accountability:*** holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
* 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.
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity.
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| **QUALIFICATIONS AND EXPERIENCE*** Bachelor’s degree in communications or related field.
* A minimum of 2 years’ experience in development communications, experience in humanitarian or NGO context is an added advantage.
* Highly developed interpersonal and communication skills
* Highly developed cultural awareness and ability to work well in an environment with people from diverse backgrounds and cultures.
* Strong writing, photography and editing skills.
* Knowledge of children’s rights key international agreements and conventions
* Fluency in English, both verbal and written, required.
* Demonstrates Save the Children’s core values of accountability, collaboration, integrity, ambition, and creativity.
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children any form of abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **Date of Issue: 26/02/2024** | **Author: Ida Maritim** |
| **JD Agreed by:** |  |
| **JD Updated by:** |  |
| **Evaluated by:** |  |
| NAME: Ida Rob-Maritim DATE AND SIGNATURE: ICRM |