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| **TITLE**: **Multimedia Communications Assistant**  |
| **TEAM/PROGRAMME**: Communications  | **LOCATION**: Nairobi ,Kenya  |
| **GRADE**: TBC | **CONTRACT LENGTH**: 12 months |
| **CHILD SAFEGUARDING**: Level 3:  the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** In this role, you will support the Communications and Media Manager in delivering our Country Office communications strategy, with a focus on our digital media channels. This includes supporting field offices to come up with content that can be used on our digital channels and increasing our digital presence in the region and globally, managing our social media channels as well as providing digital communications support while also aligning with global objectives for the organisation to ensure consistent brand success. Working across various projects and platforms, this role requires someone with a wide range of communications skills who is able to manage time between various projects and adapt content to suit channels and audiences. More than anything, a positive ‘can do’ attitude and willingness to learn will drive success in this role.  |
| **SCOPE OF ROLE:** **Reports to:** Communications and Media Manager**Staff reporting to this post:** None**Budget Responsibilities**: None**Role Dimensions**: Working across various projects and platforms, this role requires someone with a wide range of communications skills who is able to manage time between various projects and adapt content to suit channels and audiences. More than anything, a positive ‘can do’ attitude and willingness to learn will drive success in this role. **KEY AREAS OF ACCOUNTABILITY:****You will work with the Communications and Media Manager to support in:****Digital Content Production and Management:*** Ensuring the use of digital tools and social media for learning, collaboration in a way that engages our audiences and supports our communications goals.
* Helping field offices in the collection, review, editing and entering of digital assets (copy, photography, videos, etc.) into Content Hub and on our social media channels.
* Providing training, advice and guidance to field office communication champions on use of social media to achieve outcomes and greater reach
* Manage editorial calendar for specific digital media channels.
* Supporting development of digital products through graphic design

**Managing digital channels and platforms*** Support in the development of our annual digital communication plans.
* Source, edit and manage content for our social media channels.
* Monitor our social media channels.

**Digital storytelling*** Develop and curate content and stories from our field offices for use on our digital channels.
* Support digital engagement for our global moments.

**Reporting and analytics*** Ensure digital data is collected on a regular basis to inform strategy, content and audience engagement decisions.
* Use data to produce and adapt content for internal and external digital channels.
* Lead on digital measurement and reporting.
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| **EXPERIENCE AND SKILLS****Essential*** 1-2 years’ experience in Communications, Digital or the PR industry
* Experience managing social media channels and websites.
* Experience developing and executing digital communications and advocacy plans, developing digital content, and monitoring social media monitoring.
* Strong research and analytical skills
* Design skills and good working knowledge of InDesign / Photoshop/Illustrator
* Able to work independently and be able to take own initiative where required.
* Diplomacy and excellent interpersonal skills.
* Ability to work to tight deadlines and be able to prioritise tasks to meet deadlines.
* Strong attention to detail
* Excellent communication skills and fluency in the English language, both written and oral
* A commitment and interest in working within an NGO environment.
* Commitment to the mission, vision and values of Save the Children

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| **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 within reasonableness of their level of skills and experience. | Date: 22nd March 2024 |
| **Job Description written by**: Diana Maweu | Date: 20/03/2022 |
| **Evaluated**: Ida Maritim | Date: 21/03/2024 |