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| **TITLE:**  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 Communications Officer is responsible for documentation and content gathering in various formats including case studies, impact stories, donor reports, high quality photo and video assets; and ensuring social media engagement across our digital platforms for the SC South Korea MNCH Project among other projects . Oftentimes, you will be required to write case studies, press releases, monitor media coverage, and support media field visits to the counties where we work across Kenya. You will also support the implementation of the advocacy and communications strategy to help the country office to influence decision-makers to uphold and protect children’s rights.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:** The role requires strong technical skills in documentation and development of communication products such as case studies, multi-media products, communication packs, key messages, situation update/reports, digital and social media content, briefings, fact sheets and other offline and online communications products for internal and external stakeholders. This role leads on content gathering to support visibility and campaigns for the SC Korea MNCH Project. The role holder works closely with MNCH Project Co-ordinator and Nairobi CO Operations Manager, Technical Experts, and field officers. |
| **KEY AREAS OF ACCOUNTABILITY:** * Collecting a minimum of two case studies per month that show the impact and success of the MNCH project during the project period. This includes interviewing beneficiaries and writing impact stories.
* Producing high quality photo and video assets and being able to package these for various audiences.
* Support implementation social media strategy and content calendar across our digital platforms including updating the country website.
* Support media engagement through writing press releases, pitching stories to the media, facilitating media visits and monitoring media stories.
* Support event management, logistics of key project events ensuring high level of organization and visibility for project activities and campaigns.
* Identify, update databases and media lists to ensure high visibility.
* Track media exposure and weekly reporting of social media engagement
* Facilitate effective internal communications.
* Maintain calendars and appointments.
* Prepare presentations and reports.
* Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
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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 |