

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	<b>Campaigns &amp; Communications Officer</b>		
<b>Directorate:</b>	Programmes & Global Engagement	<b>Unit:</b>	Public Services & Civic Participation
<b>Grade and Salary:</b>	Grade C	<b>Contract Type:</b>	Maternity Cover – Fixed Term (3 days a week)
<b>Location:</b>	London, Nairobi, Johannesburg	<b>Budget Holder:</b>	No
<b>Reports to: (incl matrix reporting)</b>	International Project Coordinator: Breaking Barriers Project		
<b>Direct Reports :</b>	None		
<b>Matrix Reports:</b>	Campaign Manager		
<b>Operational Remit:</b>	Global <input checked="" type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/> International Secretariat <input type="checkbox"/>		
<b>DBS (CRB) / Police Check:</b>	Yes No <input type="checkbox"/>		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>Working in the broader context of the organisation’s signature campaign on Women’s Rights, the post holder will support the work of the International Public Services and Civic Participation team with a dotted line to the Global Engagement team in the effective implementation of campaign, advocacy and communications plans for the multi-country Norad-funded Tax Justice and Gender Responsive Public Education projects. This will serve to help achieve project objectives, including through supporting the delivery of capacity-building, alliance-building and advocacy events, helping with production of campaigns and communications materials, assisting with campaigns and advocacy monitoring, reporting and evaluation, and contributing to good internal communications and material sharing for campaigns. Roughly 60% of the Campaigner’s time will be devoted to planning, coordinating and delivering global-level activities with the remainder of the time dedicated to coordinating and supporting national-level activities being implemented by the project teams in Malawi, Mozambique, Nigeria and Tanzania.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>Supporting delivery of capacity-building, alliance-building and advocacy events</b>	<ol style="list-style-type: none"> <li><b>Supports development of, coordinates, manages and delivers campaign actions, events and advocacy activities</b> (including dealing with logistical and budget components) in order to meet agreed organisational and project specific objectives and targets. Working with ActionAid member countries and other Global Secretariat stakeholders, ensure effective ownership of these activities.</li> <li><b>Support project countries with their project-related advocacy, communication and campaign plans</b> especially for jointly coordinated activities under Norad-funded project activities to ensure these deliver on project objectives, are linked to organisational strategic priorities and meet country teams’ needs.</li> <li><b>Ensures information about project campaign actions nationally and globally are effectively transmitted</b> across the federation to enhance coordination and shared learning.</li> </ol>		

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<p><b>Production of external campaign communications</b></p>	<ol style="list-style-type: none"> <li>4. Works closely with the Global Engagement Team and project country offices to <b>ensure that campaigning and communications strategies</b> can reach and engage large numbers of potential supporters. Collaborates in the development and delivery of actions for supporters and the wider public to contribute to campaign objectives.</li> <li>5. Works with the Project Coordinator and MEL and Research Coordinator to <b>produce or manage the production of print and web communication materials for the project</b>, including where necessary finding or fact-checking national information, drafting briefs and other content, purchasing materials, and supporting campaign stunts.</li> <li>6. Work with designers, translators, printers to <b>create attractive campaign materials</b> to support NORAD national project countries and regional and international advocacy.</li> <li>7. Liaises with project countries to ensure <b>ActionAid and key partner social media spaces are regularly used for sharing content</b> such as blogs, photos and videos. Writes or share blogs and tweets, etc. where requested</li> </ol>
<p><b>Campaign monitoring and evaluation</b></p>	<p>Works with the Global Engagement Team, Project Coordinator and MEL &amp; Research Coordinator to <b>contribute to the organisation’s knowledge and learning campaigns culture by:</b></p> <ul style="list-style-type: none"> <li>• Ensuring there are clear supporter targets accompanying all multi- country campaign activities.</li> <li>• Ensuring there are clear plans and assigned responsibilities for the effective monitoring and reporting of indicators for project campaign activities</li> <li>• Supporting regular collection of information and contributing to monitoring of agreed donor, project and campaign indicators including providing templates and guidance to Norad project countries as needed.</li> <li>• Maintaining a high level of up to date knowledge of national activities, plans and challenges and ensure information is circulated to relevant stakeholders in the GS and Campaign Project Team for joint planning purposes.</li> <li>• Supporting attractive project reporting on campaigns and communications achievements from joint activities and NORAD project countries.</li> <li>• Coordinating production and collection of people-based stories of campaign achievement from NORAD project countries.</li> </ul>
<p><b>Contributing to good internal communications</b></p>	<ol style="list-style-type: none"> <li>1. Source, curate and ensure effective sharing of all campaigns, capacity-building and advocacy materials for the project with project staff.</li> <li>2. Support information sharing and meetings with NORAD project staff on joint campaign, capacity, alliance and advocacy activities, and ensure the necessary actions are taken.</li> <li>3. Support the development of campaign, capacity, alliance and advocacy budgets and budget tracking; and grant distributions and processing invoices with the International Project Accountant</li> </ol>
<p><b>Internal coordination and risk management.</b></p>	<ol style="list-style-type: none"> <li>1. With the Campaign Manager and Project Coordinator, identify risks that may arise from multi-country campaign pushes and develop plans with GS<sup>[1]</sup> and country colleagues to address and manage them.</li> <li>2. Liaises with AA project country teams to develop clear advocacy plans and messaging linked to the project’s implementation and advocacy plans</li> </ol>
	<ol style="list-style-type: none"> <li>3. The role holder will from time to time be required to carry out other duties that are within the scope of the job.</li> </ol>

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Person Specification	
<b>Education, Language &amp; Qualifications</b>	Relevant Bachelors degree, Honours or Masters would be advantageous or Recognition or Prior Learning (RPL)
<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>• Strong interest in campaigning, previous involvement in campaigning actions and campaign or communications planning</li> <li>• Experience of undertaking research, fact-checks, and writing for an external audience</li> <li>• Strong written and spoken English</li> <li>• Adept at technology, familiar with standard Microsoft platforms and with social media</li> <li>• Proven initiative, flexibility and enthusiasm in responding to changing priorities and tight deadlines</li> <li>• Administrative experience</li> <li>• Attention to detail</li> <li>• Ability to handle confidential and sensitive information with discretion</li> <li>• A strong commitment to ActionAid's values and mission</li> <li>• Ability to work independently with little or no supervision</li> <li>• Good interpersonal skills and ability to build good working relationships and in teams.</li> </ul>
<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of organising events</li> <li>• Experience in video, photo, social media, journalism, producing materials and communications</li> <li>• Ability to work with multi-cultural teams spanning multiple geographies</li> <li>• A degree of fluency in Portuguese, Kiswahili, Yoruba, Igbo, Hausa or Chichewa would be a bonus.</li> </ul>
Competency Profile	
<b>Strategic Perspective</b>	Understands the viewpoint of higher management and effectively analyzes complex problems.
<b>Building Collaborative Relationships</b>	Builds productive working relationships with co-workers and external parties.
<b>Leading with Purpose</b>	Has personal direction and is not easily sidetracked by details or workload.
<b>Credibility</b>	Acts in accordance with stated values; follows through on promises; uses ethical considerations to guide decisions and actions.
<b>Communication</b>	Expresses ideas clearly and concisely; disseminates information about decisions and plans.