

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

JOB TITLE: Communication Officer	
TEAM/ PROGRAMME: Advocacy, Campaigns and Communications	LOCATION: Dakar, Senegal
GRADE: 3	CONTRACT LENGTH: Fixed Term-12 Months
<p>CHILD SAFEGUARDING: Level 3. The responsibilities of this post may require the post holder to have regular contact with children and young people. In the overseas context all posts are considered to be level 3.</p>	
<p>ROLE PURPOSE: The Communication Officer will support the country office raise its profile both internally, within the SC network and externally. The post holder will be a member of the Advocacy, Campaigns and Communications team and support the Programme Operations and PDQ teams as required. S/He will ensure alignment with Save the Children’s branding policy, lead on the development of high-quality and impactful content, manage media relations and social media channels and help build staff and partners’ capacity on communications.</p> <p>This is a demanding, externally-facing role that requires excellent communication and interpersonal skills, very strong writing, editorial and graphic capabilities and the ability to maximise visibility and media opportunities and work to high quality standards.</p>	
<p>SCOPE OF ROLE: Reports to: Head of Advocacy, Campaigns and Communications Staff reporting to this post: None</p> <p>Background: Save the Children has been working in Senegal since 2002. The Senegal Country Office currently manages programs in Senegal and 5 other West African countries with a focus on Child Protection, Child Rights Governance, Health and Education. We have ambitious plans to scale up our operations and continue to strengthen the quality of our programs in order to ultimately increase the impact for children. This requires significant investment in strengthening our visibility through better documenting and communicating on our work.</p>	
<p>KEY AREAS OF RESPONSIBILITY:</p> <ul style="list-style-type: none"> • Coordinate and support the development of a communication strategy for Save the Children in Senegal, based on activities, successes and lessons learned from our programmes and campaigns. • Sourcing, creating, aligning and sharing high quality content and messages. • Develop and disseminate quality communication materials to a range of external and internal audiences, including supporting teams and partners to receive, compile, and distribute relevant information in a timely manner. This includes but is not limited to press releases, news articles, leaflets, brochures, posters, newsletters, social media content. • Support programmes and partners by coordinating the collection, editing and dissemination of relevant communication materials and overseeing their production, as required. Advise and support on donor visibility requirements and policies, as required. • Support campaigns and advocacy initiatives with message and content development, stakeholder engagement, coalition management and event organisation. • Work closely with the MEAL and PDQ teams to use monitoring and evaluation information for documenting and reporting on our programmes and for incorporation of lessons learned into planning and new proposals. • Build engagement and manage social media channels for Save the Children to enhance its voice, awareness and relevance. • Ensure all communications initiatives and activities are aligned with SCI’s branding policy and guidelines. • Advise on media engagement strategies, including through building effective partnerships with journalists and influencers. 	

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- Support the coordination of events and visits from members and donors.
- Set up and maintain effective communication information management systems
- Support internal communication, as required.
- Build capacity of staff and partners in effective communication, documentation and reporting. This includes leading and developing specialized training workshops, coaching, mentoring and apprenticeships for advocacy, child-centred communication and working with the media.
- Produce and disseminate guidance material and good practices on communication and social and traditional media engagement.
- Carry on any other reasonable duty as may be assigned consistent with the nature of the job and level of responsibility.
- *Child Safeguarding:*
 - Ensure child safeguarding is integrated in all steps of the program cycle on aspects related to communications.
 - Ensure the strict application of child safeguarding policy and principles in all media and communication activities.
 - Respect and promote the child safeguarding policy and local procedures and enable environment for reporting on cases.

COMPETENCES AND BEHAVIOURS (Our Values in Practice)

Core Competencies

Delivering results – Innovating and adapting – Working effectively with others – Communicating with impact - Networking

Adhere to SCI Values: Accountability; Ambition; Collaboration; Creativity; Integrity

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 others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

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

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QUALIFICATIONS AND EXPERIENCE

Essential

- Master's degree in communications, journalism, public relations, public affairs, international relations, development, political science, law or another relevant field. Bachelor's degree in any of these fields is essential.
- Minimum 3-5 years of proven experience in communication, including strategy development and execution, development of quality written, photographic and video materials for internal and external audiences; strong understanding of branding and corporate communication; ability to maximise visibility and media opportunities.
- Strong writing, editorial and graphic skills.
- Excellent understanding of communication strategies, tools and actors, preferably for INGOs and in Africa.
- Demonstrated ability to think strategically, analyse complex information and offer creative, practical and effective solutions.
- Excellent written and verbal communications skills, and an ability to distil large amounts of information to a variety of audiences.
- Excellent written and spoken French and excellent written English.
- Ability to work flexibly in a team, and to adjust work plan and priorities rapidly in response to external opportunities.
- Excellent organisational skills.
- Ability to work well under pressure, work to deadlines and with little supervision.
- Highly developed cultural awareness and ability to adapt to a diverse and international environment and coordinate with colleagues and external audiences with tact, credibility and diplomacy.
- Commitment to working through systems of community participation and accountability.
- Commitment to the aims and principles of Save the Children.

Desirable

- Experience working to build capacity in communications; demonstrated ability to deliver workshops, provide coaching and mentoring, and support the professional development of others.
- Experience with media in Africa, preferably a West African country.
- Proven experience working across teams in complex organisations.
- Experience with donor visibility requirements and policies.

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Author:

Approved by Line Manager :

Date :

Cleared by HR :

Date :

Signed by Employee :

Date :