|  |  |  |
| --- | --- | --- |
| **TITLE:**  Global Communications Officer | | |
| **TEAM/PROGRAMME:** Resource Mobilisation, Communications and Engagement | **LOCATION: UK or any existing Save the Children International Regional or Country office Worldwide.** | |
| **GRADE**: D1 Junior-Mid level | **CONTRACT LENGTH:**  12-month fixed term contract | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE:**  The Global Communications Officer is responsible for managing and coordinating the Global Communications and Engagement team collaboration/function.  This role will work closely with the Global Communications and Engagement Director and Planning and Strategy Lead to: support the Global Comms and Engagement team function and delivery (including coordinating team meetings), support global planning strategy and delivery, lead the team’s internal communications (OneNet, Weekly Newsletter) and support global moment activations.  They will be responsible for managing, planning, coordinating, delivering and evaluating such projects. They will also project manage, when required, on clusters, key external engagements, cross-member projects and communications toolkits.  During emergencies, this role will provide critical support in coordinating the team’s key response roles  This post holder will also provide administrative support to the planning and strategy team and wider department for finance, procurement and the team meetings. | | |
| **SCOPE OF ROLE:**  **Reports to:** Strategy and Planning Lead  **Budget Responsibilities:** no direct responsibility  **Role Dimensions**: This highly demanding, fast-moving role requires excellent project management skills; an ability to design clear and focused plans and drive their implementation; strong written and verbal communications skills; an ability to work to deadlines and manage a heavy workload; and require an ability to work in a networked structure across functional and geographical boundaries. | | |
| **KEY AREAS OF ACCOUNTABILITY :**   * Increase Comms and Engagement team’s internal visibility and impact understanding through managing OneNet, the weekly C&E Planning newsletter and the C&E /GMU SLT newsletter * Provide coordination and support during emergencies and global moments * Supporting the Planning and Strategy Lead to deliver reporting and strategic plans that set the direction for the team * Own the C&E global calendar (with support from the Planning Lead), ensuring it’s up-to-date and accessible and be across the day to day planning and upcoming moments * Lead the C&E editorial meetings and process, ensuring everyone is aware of upcoming moments and facilitating conversations around integrating our response * Designing and delivering team meetings, including developing processes and tools to improve integration across the team * Administrative support such as processing invoices, onboarding suppliers, quality framework documents and overseeing C&E HR and new starter materials | | |
| **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 | | |
| **QUALIFICATIONS**  Educated to degree level in a relevant field (e.g. International Development; Politics, International Relations; global health) / or relevant experience Master’s degree in a relevant field is desirable. | | |
| **EXPERIENCE AND SKILLS**   * A commitment and passion to work within an NGO environment * Previous experience of working in communications * Project management skills and experience related to multi-stakeholder projects for complex, international organisations and involving cross-functional teams * Experience of working in an international or large organisation, working with different levels of seniority, from assistant or officer level through to senior leadership. * Knowledge or experience of strategic communications and planning theory and best practice. * Excellent communication skills and fluency in the English language, both written and oral. * Strong administrative, project management and time management skills * Exceptional planning and organisational skills, with an ability to meet deadlines, manage multiple demands and competing priorities, while maintaining high quality standards. * Knowledge of office practices, procedures and administrative systems. * Competency in the use of Microsoft Office including Word, Excel, PowerPoint, Outlook and Teams. * Strong research and analytical skills. * Excellent attention to detail * Ability to work in a fast-paced environment and to adapt work plans flexibly. * Capacity to build and maintain relationships and work effectively in a diverse work environment. * Able to work independently and be able to take own initiative where required * Diplomacy and excellent interpersonal skills. * A self-starter who uses initiative to seek opportunities to achieve objectives in this role.   Desirable:   * Experience of working for an international NGO or in the international development | | |
| **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 from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** Emma Swain | | **Date:** 03/08/22 |
| **JD agreed by:** | | **Date:** |