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| **JOB TITLE:** Communications and Campaigns Coordinator | |
| **TEAM/PROGRAMME:** Communications | **LOCATION:** NWAO, Chernivtsi |
| **GRADE**: NAT 3 B | **CONTRACT LENGTH:** till 31/12/2025 |
| **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; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:**  The role of the Communications and Campaigns Coordinator is to lead internal & external communication efforts requests for the Ukraine North&West Area Office, in close coordination with the Country Office Advocacy, Media and Communications team. The post holder will be responsible for information and communication that enable excellent media, fundraising, campaign and donor reporting activities for the Ukraine teams.  The post-holder will be responsible for implementing communications deliverables, ensuring smooth flow of information, good relations with high profile visitors and the media, and high-quality reporting to showcase Save the Children's activities and achievements. Additionally, the Communications and Campaigns Coordinator will work closely with the Country Office to ensure that external messaging, branding and Save the Children’s image is consistent.  Working closely with child safeguarding and child protection colleagues, ensure that all children involved in our communications, advocacy, and media work are protected from potential mental and physical harm, and potential repercussions from their involvement in our communications, advocacy, and media work.  This is a higher-level role, aimed at coordinating a diverse communication portfolio, contributing to strategy development and implementation, leading special projects including impact reports and/or specific moments and liaising with other INGOs where necessary. | |
| **SCOPE OF ROLE:**  **Reports to:** Area Director  **Staff reporting to this post:** Communications and Campaigns Officer | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Internal and External Communications**   * Supporting the implementation of the Area level and Country-wide communications plan and framework for Ukraine, including ensuring coordination with awards on budgeting for communications activities. * Work closely with Area Office programs teams and partner organisations to support initiatives to build Save the Children’s brand awareness in communities and to enhance our acceptance. * Collaborate with advocacy and policy and communications colleagues to ensure core messaging is promoted and consistent with the advocacy and policy strategies and the Ukraine communications pack. * Work with the Area Office team to ensure programs teams and partner organizations have relevant guidance, resources and materials for visibility, in line with and Save the Children’s brand guidelines. * Lead on coordination of key info-comms deliverables, including the regional sitrep, updates to the comms pack and other deliverables as requested. * Work with stakeholders in member organisations; humanitarian emergency teams and country programmes to deliver communications content from priority emergency responses * Collect, analyse, and disseminate critical information relating to an emergency situation and the Save the Children response in order to support Save the Children’s ability to drive media, fundraise, campaign and advocate. * Make recommendations to Area response team and/or country and regional leadership on communications and media plans aligned with and coordinated with the advocacy strategy. Manage and maintain the sign off process for humanitarian communications assets * Work with the CO Media Manager to be a focal point of contact for media issues between Save the Children Area Office. Support risk mitigation approaches during sensitive moments for media outreach. * Help to deliver key moments on the Ukraine response as relevant, that bring together campaign, advocacy, media, communications and fundraising functions * Work with members, the Global Media Unit and COs to coordinate and facilitate for international news media field visits showcasing the work of Save the Children, while sensitive to the realities on the ground   **Campaigns**   * · In collaboration and support from relevant CO functions, support the plan for national level campaigns and influencing as part of the overall advocacy strategy, involving partners, technical experts, and national actors where appropriate. * · Work proactively with Save the Children Ukraine partners on joint campaigns objectives and support partners to identify and address capacity strengthening opportunities, both for partners and wider civil society in Ukraine. * · Support a strong power analysis of the relevant actors and where opportunities for influence and leverage lie to inform the national campaigning strategy. * · Ensure coordination and engagement across all departments to deliver on the strategic objectives. * · Providing regular updates to relevant teams on campaigns progress, including movement-wide regular inputs to campaigns communications. * · Train national partners on campaigns and support them in development of their strategies. Support programme teams with campaigns training, and feedback on campaigns products/deliverables. Enhance humanitarian storytelling and drive innovation in Ukraine * · Ensure deployed communications and media staff understand the key deliverables from emergencies * · Determine and seek ways to creatively communicate Save the Children’s value proposition in emergencies and action change in process where necessary · * Work with area, country and regional communicators, to accurately represent community needs and experiences– creating packages of communications materials and multimedia * · Support communications capacity building in the country * · Support and drive Save the Children’s global strategy, Ambition 2030, in order to increase Save the Children’s sophistication in humanitarian communications * · Global Media Unit and Humanitarian advocacy working group support * · Work with the GMU and HAWG to ensure relevant content is continuously developed and shared with members, and that it meets their needs for mass appeals and collaborate to increase output of fundraising-appropriate emergency content   **Emergency fundraising communications:**   * Support global fundraising initiatives, coordinating with Global Fundraising Hub * · Where possible, track members use of materials and emergency content and evaluate success Oversee the delivery of Multimedia Assets in the Area Office * · Commission and collect compelling case studies in Ukraine and, where possible, undertake photography to accompany these compelling case studies. * · Facilitate film commissions/freelancers, and produce/deliver creative products. Liaise closely with film team and the Ops team to ensure coordination of film commissions are managed appropriately on the ground and that assets are shared quickly and also stored within a programme. * · Ensure that multimedia commissions are fundraising-appropriate for key member markets, and speaks to Save the Children’s brand. * · Social media: lead innovative communications from the field, using different platforms to reach wider audiences and directly engage supporters in our work. * · Oversee and produce content to meet global media and fundraising objectives and produce additional communication outputs for responses as required, coordinating closely with senior management teams on a response. * · Design and deliver impact reports on major responses and key moments (3 months, 6 months, 1 year on).   **General**   * · Comply with Save the Children policies and practice with respect to child safeguarding, code of conduct, health and safety, equal opportunities and other relevant policies and procedures. | |
| **SKILLS AND BEHAVIOURS (our Values in Practice)**  1. COMMUNICATING WITH IMPACT  Communicates clearly and confidently with others to engage and influence; promotes dialogue and ensures timely and appropriate messages, building confidence and trust with others.  Level required: Accomplished  2. INNOVATING AND ADAPTING  Develops and implements innovative solutions to adapt and succeed in ever-changing and uncertain global and working environments.  Level required: Accomplished  3. PROBLEM SOLVING AND DECISION MAKING  Takes effective, considered and timely decisions by gathering and evaluating relevant informationfrom within or outside the organisation.  Level required: Accomplished  4. WORKING EFFECTIVELY WITH OTHERS  Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives.  Knows when to lead and when to follow and how to ensure effective cross-boundary working.  Level required: Accomplished | |
| **QUALIFICATIONS AND EXPERIENCE**  **Essential**  · University Degree in a relevant subject or equivalent field experience  · Experience of leading communication activities (including information management) in a challenging environment  · Evidence of excellent verbal and written communication skills for a wide range of different audiences including donors, journalists and the ‘general public’.  · Experience delivering communications assets across multiple channels, including print, social, and digital  · Experience of effective spokespersoning across a range of media  · Excellent relationship building skills in order to work for limited periods within programmes under pressure of running emergency responses  · An initiative-taking, proactive, inspiring attitude with the ability to manage and prioritise an unpredictable workload and solve problems quickly with limited support  · Experience of delivering training, presentations and other capacity building activities to varied audiences, ideally within a country programme.  · Excellent understanding of Member communication and information needs across fundraising, media and campaigning activities.  · Strong influencing skills  · Politically and culturally sensitive with qualities of patience, tact and diplomacy  · The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.  · Commitment to the aims and principles of Save the Children.  · Experience working sensitively with vulnerable groups  · Language skills in English and Ukrainian Desirable  · Experience of creating media products such as press releases  · Experience of writing effective proposals in emergency responses  · Experience or knowledge of working and living in relevant regions/contexts | |
| **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. | | |

Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understood this job description and I pledge to respect it along with the SC’s Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.