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| **TITLE:**  **Advocacy, Campaigns & Communications Coordinator** | | |
| **TEAM/PROGRAMME: Country Director** | **LOCATION: Harare** | |
| **GRADE**: 3 | **CONTRACT LENGTH:** 1 year renewable | |
| **CHILD SAFEGUARDING: (select only one)**  Level 3:  the post 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 country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  The Advocacy, Campaigns & Communications Coordinator (ACCC) will undertake advocacy work to advance Save the Children’s policy positions, and influence decision-makers, both at national level and internationally. In so doing, the Advocacy , Campaigns & Communications Coordinator will contribute directly to helping Save the Children achieve its ambitious programmatic objectives benefiting the most deprived children in Zimbabwe, as set out in our Country Strategic Plan and Localisation Strategy. The post holder will shape and implement Save the Children’s efforts to influence and bring about change in the awareness, attitudes, behaviours, and policies related to the rights of children in Zimbabwe. The ACCC will be the focal point at the national level for coordinating efforts on drafting, implementation and periodic progress review of the country office advocacy and communications strategy, in addition to providing practical support to, and strengthening the capacity of thematic Technical Specialists and field-based advocacy focal points working at regional, and district levels. In addition, s/he will oversee a team handling internal and external communications, including media engagement, and enquiries regarding Save the Children in Zimbabwe. The post has management oversight of advocacy campaigns with a special focus on Save the Children’s campaign on ending child marriage, as well as issues of exclusion and discrimination, inequality, and the removal of critical barriers to survival, learning and protection for millions of excluded children. He/she will develop monitoring and measurement systems for the campaign, including case studies, reports, and results of the advocacy efforts in Zimbabwe, this position would be highly suited to a Human Rights lawyer or someone who has studied Political Science. The position also includes fundraising and resource development for advocacy and campaign activities.  The holder has the overall responsibility of profiling Save the Children in Zimbabwe through effective internal and external communications, public relations and branding, including during emergencies.  The core purpose of this job is to promote the visibility of Save the Children’s programmes through advocacy and communication and to provide support and guidance to Save the Children staff.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to:** Country Director  **Dimensions:** Save the Children has been operational in Zimbabwe since 1983. It is in transition (as of 2023) from mainly direct program implementation to implementing mainly through Local and National Actors. The advocacy work at Save the Children in Zimbabwe is a strong component of the Programme Development and Quality Team and is implemented through both directly and through local partners.  **Staff directly reporting to this post:** one, Communications Assistant.  **Key staff engaging directly with this post:** Country Director, PDQI Manager, Operations Manager, Thematic Technical Specialists (Health, Nutrition, Education, Child Protection, Child Rights Governance, Food Security, Livelihoods and Climate Change); field-based Programme Managers/Officers, SCI Advocacy and Campaigns teams and Local Partners. | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Advocacy**   * Identify policy and practice change that will promote and protect the rights of children. * In collaboration with thematic Technical Specialists (TS), define key advocacy opportunities and targets at national and regional levels. * Develop and lead the implementation of an advocacy strategy to guide Save the Children’s work in Zimbabwe, working closely with thematic TS and other Programme Development & Quality (PDQ) team members to encompass issues such as (but not limited to) rights violations, investment in children, access to quality healthcare, emergency response and humanitarian access, child protection, education (including in emergency situations), as well as long-term needs of affected populations, and addressing a wide range of audiences. * In collaboration with CRG and other thematic Technical Specialists ensure that voices of children form the basis of Save the Children’s advocacy strategy. * Identify and measure indicators for assessing the impact of Save the Children’s advocacy work in Zimbabwe under the approved advocacy strategy. * Ensure that all advocacy messages, documents and the advocacy strategy are evidence-based drawn from field experience and assessments. * Ensure that all staff in the country programme are aware of and properly understand the approved advocacy strategy and can actively contribute towards its objectives. * Provide direct technical support and guidance to field-based advocacy focal points, Local partners and Akwande-Tuvule Development Hub’s Organisation Capacity Development Pillar. * Ensure that the Save the Children Zimbabwe Country Annual Plan and reports have clear advocacy objectives, based on the country’s advocacy strategy. * Draft and support the production of advocacy material to be used at national, regional, pan African and international levels. * Support the Country Director and Senior Management Team in high-level advocacy work towards national government line ministries, key UN agencies, donors and other agencies. * Undertake a range of lobbying, communications and other activities to inform and persuade policy makers, including donors and politicians, of the value of Save the Children’s policy recommendations. * Keep a watching brief on policy makers and other key players in relation to children’s health, protection, and education issues and identify opportunities to raise awareness, and influence policy change for the benefit of children. * Build alliances and partnerships with other NGOs in country to influence other organisations/coalitions and undertake coordinated policy driven advocacy, including the ones related to Pan African and global human rights treaties (UNCRC, ACERWC, UPR). * Contribute to international advocacy strategies and work, within Save the Children, and externally if approved by the Zimbabwe Country Director, regional and head office/s of SCI. * Contribute to the development of proposals and ensure that all Save the Children projects have a clearly developed and fully costed advocacy component. * Develop and maintain a network of external contacts with key individuals in the government, NGO sector, civil society, academia and the media. * Represent Save the Children at various policy forums and advocacy opportunities at national, regional and international levels. * Carry out the responsibilities of the role in a way that reflects Save the Children's commitment to safeguarding children in accordance with the Child Safeguarding Policy. * Support the PDQ Team in the Country Annual Planning process for technical programme inputs for advocacy and changing key policies, attitudes and behaviours to support child rights as per the country office strategic plan and global campaign. * Actively participate in relevant internal meetings such as Programme Review Meetings, Weekly PDQ and Operations team meetings and/or Field Office meetings, as required. Participate in any donor visit to project(s) linked to advocacy and campaigning.   **Campaigns**   * Ensure maximum visibility of Zimbabwe CO campaign/s within Save the Children and externally. * Facilitate and lead the development, and implementation of an overall advocacy and campaign strategy in Save the Children Zimbabwe within the framework of the global campaign. * Develop communication and campaigning approaches, and materials appropriate for the campaign; develop public communication messages, such as press releases, and policy positions statements appropriate for the campaign; support field-based area programme managers and other programme staff in field locations to mainstream the campaign plan into their programmes at the local level, and to ensure a link between local and national advocacy and policy work on the campaign.   **Communications and Media**   * Ensure that the Zimbabwe country programme achieves the global organisational Essential Standards for Communications and Media:   + *Communications and media opportunities are identified and responded to in order to ensure that Save the Children is a credible source for the media, partners, donors, governments, communities, children and Save the Children staff.*   + *A Communications and Media Plan is in place and aligned to the:*   *a) principles in the Convention on the Rights of the Child (particularly our role in speaking out for and with children)*  *b) global internal communications plan and global media plan*  *c) Country Strategic Plan*  *d) Localisation Strategy and Akwande-Tuvule Development Hub*   * + *Measures are in place to produce accurate, high quality, user-friendly, child-centred communications and media work.*   + *Communications and media work are built into annual planning including proposal development and incorporate ways to allocate resources and build capacity (case studies, leaflets, factsheets, promotion materials, press releases, media packs, social media, videos, photos, reports, summary reports, sitreps, news)* * Train key senior staff on communications and media and support the Country Director, and other senior managers in their roles as the Save the Children Zimbabwe designated spokespersons. * Draft media briefings, talking points, Q&As, press releases and media statements based on the advocacy priorities identified. * Work with the Technical Specialists to ensure the collection and documentation of interesting case studies, success stories, lessons learnt from field-based programmes in all locations and sectors, for use in advocacy, and media work and for quality reporting purposes. * Ensure that any action undertaken to implement communications or media work in country is compliant with Save the Children’s global communications and branding standards and has been duly approved by the Save the Children Zimbabwe Country Director.   **Monitoring, Evaluation, Accountability and Learning**   * Develop and track indicators for advocacy and campaigning, especially those aligned with Global Indicators. * Ensure regular monitoring and reporting on the progress of the campaign as per Save the Children requirements and approved plan, including sharing of case studies, special events, and press releases. * Ensure development of key messages and delivery of advocacy for child protection, child rights, health, nutrition, and education.   **Resource Mobilisation**   * Identify and research information on new funding opportunities from bilateral, multi-lateral, and other institutional donors for advocacy and to support the global campaign efforts. Use creative approaches to link advocacy with donor priorities, while also effectively influencing the strategies of donors. * Directly involved in the development of proposals and concept notes for funding the advocacy, and campaign efforts in the country office. Effectively manage collaboration amongst teams and Save the Children Members when preparing concept papers, including budget development. * Write sections of proposals that support advocacy efforts for children for all thematic sectors within our strategic plan and the global campaign. * Participate in donor meetings, as needed, to foster collaboration and engagement for campaign priorities.   **Management**   * Ensure all staff are appropriately informed about the global campaign activities and achievements and their role in realising its objectives. This may involve development of regular internal newsletters or updates, field visits to SC operational sites and training in advocacy, and campaigning to key staff and partners. * Manage budgets, workplans and reporting for any awards related specifically to the global campaign or advocacy, as per the budget holder delegations in Zimbabwe.   **Performance management and capacity building**   * Line-manage direct reports (i.e. Communications Assistant). * Lead, manage and motivate direct reports, ensure they have clear objectives and receive meaningful feedback on their performance regularly (in line with Save the Children performance management procedures). * Create and maintain a cooperative, and positive working environment where staff have clear roles and responsibilities, participate in decision making, and are supported in progressing towards their objectives. * Lead on capacity building of staff through coaching, mentoring and training.   **Child Safeguarding**   * Ensure risk management is incorporated in all advocacy , communications and campaigns programme at design and implementation stages * Ensure Accountability to children and communities is achieved by all programmes through effective verbal and written communication on projects and expected staff conduct * He/she will endorse and support Save the Children’s Child Safeguarding Policy in all activities. | | |
| **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**   * Bachelor’s degree in an area of social development, political science, media, communications , public relations or equivalent. * A Human Rights law background would be an added adavantage. | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Understanding of the development sector, gender issues and child rights programming in Zimbabwe. * At least 7 years of experience of managing advocacy campaigns that engage a variety of stakeholders. * Proven experience of external representation and direct lobbying of high-level targets. * Excellent English and local language skills. * An ability to synthesise complex information into concise and compelling policy briefing notes, and advocacy documents. * Proven experience of using media for advocacy purposes. * An ability to coordinate and work with diverse groups of people based in multiple locations. * An ability to manage complex workloads and stressful situations. * Good personal organisational skills, including time management and ability to meet deadlines, and work under pressure. * Demonstrable ability to develop and implement effective campaign strategies, including understanding, and delivery of a broad range of campaign tactics as well as an ability to produce a detailed budget related to the envisaged activities. * Knowledge and experience of working on policy and advocacy initiatives, and approaches to these. * Experience of working within networks and coalitions for campaigning purposes. * Demonstrable ability to communicate effectively both verbally and in writing in English including familiarity with production of detailed reports and strategic plans using Word and PowerPoint. * Experience in promoting children’s rights, including participation in programming, design, implementation and evaluation. * Experience of working within budget constraints and managing budgets. * Excellent interpersonal skills and demonstrated ability to lead and work effectively in a team environment. * Good knowledge of Zimbabwe context. * Commitment to Save the Children values, including willingness to abide by and enforce the Child Safeguarding policy.   **Desirable**   * Experience in designing, conducting or supervising research work related to evidence building * Information Communication Technology advanced skills * Information graphics design expertise or proven experience | | |
| **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. | | |
| **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: Bhekimpilo Khanye** | | **Date: 17 May 2024** |
| **JD agreed by: Brian Gwizo** | | **Date: 17 May 2024** |
| **Updated By:** | | **Date:** |
| **Evaluated: Brian Gwizo** | | **Date: 17 May 2024** |