

JOB DESCRIPTION

Job Title:	Head of Communications
Location:	London
Reporting to:	Director of Policy and Communications
Management responsibility	Line Management of Communications Manager; Digital Communications Coordinator; Communications Coordinator.
Type of position:	Senior management
Grade and Salary:	£46,000 - £55,000
Contract terms and hours:	Fulltime, permanent. Standard working week is 37.5 hours
<p>Background</p> <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East. Our ultimate focus is to reduce the impact of conflict and insecurity on the poorest and most vulnerable in society. To this end we believe in partnering and working in solidarity with local organisations who share our key values to work towards achieving our strategic aims.</p> <p>The primary purpose of the communications team is to lead, facilitate and support collaborative efforts across the organisation to reinforce Saferworld’s standing as a centre of expertise on peace, gender and security issues required to realise Saferworld’s goals outlined in the organisational strategic plan. This is achieved through ensuring the production of high quality, relevant and timely communications that are coordinated across our different geographic and thematic priorities and delivered via our communications platforms.</p>	
<p>Job purpose</p> <ul style="list-style-type: none"> • To help build and maintain Saferworld as a recognised centre of expertise on peace and security issues, improve internal communications and increase organisational capacity to communicate effectively to different audiences • To lead, develop and manage Saferworld’s communications team within the Policy, Advocacy and Communications Division • To lead the development and delivery of Saferworld’s internal and external communications strategies including coordinating organisational discussions on communications priorities 	
<p>Roles and responsibilities</p> <p>Organisational leadership</p> <ul style="list-style-type: none"> • Lead on a communications vision that connects Saferworld’s people-centred country and thematic programmes with global peacebuilding strategies to achieve change at all levels • Identify new and emerging issues of relevance to Saferworld’s communications work and develop appropriate strategies to address and/or exploit them • Model leadership behaviours and processes in line with Saferworld’s values and principles 	

- Actively participate in Saferworld's regional management meetings and broader organisational management / leadership group meetings
- Identify and develop key relationships to integrate strategic communications into thematic, country and regional strategies, and facilitate cross organisational understanding and ownership of the communications function

Strategy and development

- In collaboration with the Executive Management Team and other heads of programme lead and/or support the development and delivery of Saferworld's communications strategies at international, regional and national levels across all priority issue areas and geographic programmes
- Lead the development of organisational communications across the entire spectrum of disciplines including: media and public relations (including crisis communications); internal communications; organisational brand/identity; digital and social media and production of high quality written and audio visual materials
- Ensure Saferworld is up to date on best practice within the charity sector including relevant legislation, codes of practice and innovation in communications practice and technology
- In collaboration with the Security Management Team ensure Saferworld's crisis communications and response preparedness are fit for purpose

Content development, production and promotion

- Lead the production of organisational communications outputs, including Saferworld's annual report, its website, regular newsletters and marketing materials, visual assets (photos, videos, audio) and the internal communications platform
- Ensure the effective management of Saferworld's brand and external identity to ensure they are consistent with Saferworld's values
- Work with regional programme heads and country managers to lead and contribute to the provision of communications expertise, advice and delivery (as appropriate) to regional programmes
- Ensure that Saferworld's external communications are of high quality and coordinated with the policy teams and regional programmes to ensure consistent and coherent messaging on priority issues
- Lead the design and implementation of approval systems for external communications which will provide quality control and protect Saferworld's reputation for producing high quality outputs

Capacity building (internal)

- Work with the Director of Policy and Communications, Director of International Programmes and the regional programme heads to identify and address internal knowledge and skills gaps across the organisation, particularly relating to communications (including through training, accompaniment and joint working)

People management

- Build, lead and develop a high-performing communications team that delivers high quality advice, technical support and works creatively to meet tight deadlines when under pressure
- Line manage the Communications Manager, Digital Communications Coordinator and a Communications Coordinator and manage external consultants as appropriate

Funding and finance

- Contribute actively to the design and preparation of organisational and geographic fundraising proposals as appropriate including for the communications function
- Lead the development of budgets and cash flows for the communications teams and oversee spending within the budget to deliver agreed priorities

Internal communications

- Advise the Executive Management Team and heads of programme on appropriate internal communications policies and practices and facilitate their delivery

Monitoring, evaluation and reporting

- Lead the monitoring and evaluation of organisational communications and report to the Executive Management Team on impact and trends, offering recommendations for improvement where needed
- Support heads of programme and country managers to monitor and evaluate their communications outputs and advise on revision of communications strategies based on this data

Key working relationships

- **Board of trustees, Executive Management and broader leadership team:** lead, advise and support senior colleagues on strategic communications including organisational identity and voice, prioritisation of resources and internal communications
- **Communications team:** lead, motivate and support a talented young team of communications specialists working under significant pressure in a challenging but stimulating environment

- **Heads of programme, country managers and thematic leads:** lead and support the development and delivery of effective communications strategies for Saferworld’s country and thematic programmes
- **External stakeholders:** maintain and develop new relations with media, influencers, communications specialists in the peacebuilding sector and beyond, external stakeholders.

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • The post-holder is expected to demonstrate strategic leadership and innovation on communications internally and externally in order to contribute to the achievement of Saferworld’s strategic objectives and cross-cutting priorities
Financial resources	<ul style="list-style-type: none"> • Responsible for developing the communications team budget and monitoring expenditure
Other resources	<ul style="list-style-type: none"> • Shared responsibility for quality, accuracy and maintenance of website, social media, databases and systems
People management	<ul style="list-style-type: none"> • Line management Communications Manager, Digital Communications Coordinator, Communications Coordinator
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Provide oversight to ensure compliance with GDPR

Person specification

- Knowledge, qualifications and experience**
- Seven years’ experience in a policy, management or communications post (of which at least three years has been in a senior capacity)
 - Experience of developing and implementing communications strategies that bring about significant policy and/or practice change
 - Experience of building and leading a high-performing team
 - High level communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing
 - Knowledge of modern communication platforms, understanding of news values and demonstrable success in generating media interest and coverage
 - A Master’s degree (or equivalent) in communications, international relations, political science or a related field
 - An understanding of the discourse on peacebuilding (including peacebuilding responses to security threats and forced/irregular migration); conflict prevention; community security and access to justice; gender, peace and security; conflict-sensitive approaches to development; international arms transfer control and the international policy environment in which these issues are addressed
 - Excellent written and spoken English. Knowledge of a second language desirable
 - Proven ability to undertake planning, programme development and evaluation
 - Proven experience of working in partnership with other NGOs and NGO networks

- Skills and abilities**
- Good leadership and interpersonal skills and proven ability to work as both a leader and an effective team-player
 - Proven ability to work with remote teams to deliver complex projects to tight deadlines
 - Excellent written and oral communication skills for different audiences
 - Excellent editing skills; ensuring high quality, tailored written communication outputs for different audiences
 - Ability to manage and prioritise workload with multiple competing deadlines
 - Well-organised with meticulous attention to detail, calm and adaptable
 - Ability to work on own initiative and within a team
 - Strong project management skills to ensure timely and quality communications products by working with external and internal stakeholders
 - Basic knowledge of InDesign, Photoshop
 - Ability to work in a non-partisan manner, sensitive to differences of ethnicity, religion and gender

- Personal qualities**
- Commitment to:
- the vision, mission and values of Saferworld
 - improving internal and external communications and to fostering a collaborative work environment
 - (and compliance with) Saferworld’s safeguarding principles
 - respect, equality and diversity, and understanding of how this applies to own area of work

- own continuing personal and professional development

Other requirements

- Required to travel to Saferworld programme contexts up to two months (across the year) annually

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to Marie Aziz at jobs@saferworld.org.uk(Ref: H0C20)

Deadline for applications: 5 February 2020