

JOB DESCRIPTION

Job Title:	Communications Coordinator
Location:	Khartoum, Sudan
Reporting to:	CSF Director
Type of position:	<i>National position</i>
Contract terms and hours:	Term of contract: till 31 March 2023, extension pending funding
<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.</p> <p>Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.</p> <p>Description of the Conflict Sensitivity Facility (CSF):</p> <p>The CSF is part of Saferworld’s Conflict Advisory Unit (CAU) and it aims to: support the integration of conflict sensitivity into the policies, practices, and programmes of aid actors in Sudan. It draws upon Saferworld’s extensive experience of supporting similar processes in a range of contexts, coupled with our deep contextual knowledge and long-term, established relationships with Sudanese civil society from across the country. Over the past four years, for example, Saferworld has designed and built up the Conflict Sensitivity Resource Facility (CSRf) in South Sudan. Saferworld has been working on and in Sudan and South Sudan since 2002, including on issues of community security, small arms control, and conflict-sensitive development.</p> <p>For more information visit the Saferworld website https://www.saferworld.org.uk/ and the CSF website The Conflict Sensitivity Facility - Sudan - CSF (csf-sudan.org).</p>	
<p>Job purpose:</p> <p>The Communications Coordinator will lead on the development and delivering the CSF’s communication strategy. The post holder will be expected to lead on the following: management of the CSF social media platforms, multi-media content production, management of CSF website, coordinating all communication outputs, including briefs, reports and releases. A key aim of the communication coordinator is to lead the development of a new communication strategy and innovate our communication outputs.</p>	

Roles and responsibilities:

- **Strategy**
 - Support the updating and implementation of the CSF's communications and advocacy strategy and communications plan in collaboration with the Director and wider CSF team.
 - Continuously engage and manage coordination with Saferworld London and Sudan communications teams, ensuring cohesiveness and standardisation.
 - Ensure that CSF's communications strategy is in line with all relevant SW and donor guidelines and requirements for communications and branding.
- **Management and oversight**
 - Manage CSF website ensuring content is up to date, coordinating inputs and supporting with trouble shooting.
 - Manage CSF social media platforms in both Arabic and English, coordinating inputs, posting, ensuring content is up to date, and respond to queries.
 - In line with the communication strategy, engage with different groups on social media utilising a variety of platforms such as twitter, Facebook and potentially clubhouse. Allowing for a two-way interaction between CSF and target group.
- **Content Development and Production**
 - Write and coordinate content for a range of products, including stories of change, briefings, toolkits, workshop reports, and blogs in line with CSF and Saferworld's style guidelines with the communications team's support.
 - Coordinate the input, sign-off, design and publishing of major publications with CSF Director.
 - Lead the development of short videos as part of project activities with support from CSF and London teams
 - Explore the development of audio-visual formats for CSF communication and outreach engagement.
 - Support the production of other organisational communications materials, such as banners and promotional materials, and ensure they are in-line with CSF and Saferworld brand guidelines.
 - Manage CSF photo library including procuring external images, adding internal images, captioning, maintaining quality of images, and maintaining general quality.
 - Support CSF team in translation and verification of translated items ensuring accurate production and quality assurance.
 - Act as technical CSF focal point for editing, montage production, and quality verification.
- **Administration and knowledge management:**
 - Management of all CSF mailing lists including updating of lists and sharing with relevant parties.
 - Oversight of internal CSF knowledge management system on MS teams, ensuring ample usage, maintenance and backing up.
- **Support to core functions of the CSF:**
 - Support the implementation of the communications strategy, including: using social media platforms to raise awareness of the value of conflict sensitivity for Sudan's aid sector and disseminate CSF products; plan and develop content in English and Arabic for the CSF's online presence.
 - Support capacity building, analysis and learning activities of the CSF, working closely to support colleagues in the delivery of trainings, capacity support, and analysis activities.
 - Interpretation at events?

Key working relationships

- **CSF team** – work collaboratively with the CSF team and consortium in future to link the capacity building agenda with the project’s research, analysis, outreach, and learning work;
- **Communications team London.** Work collaboratively, share information, collect and write media and social media content, implement media approach and communications strategy, report on progress on social media and media.
- **Donors, UN Agencies, INGOs and NGOs** – develop and maintain relationships with donors and other organisations working in Sudan, on conflict sensitivity issues, or on the Sudanese context more broadly.
- **Aid workers** – network with individual aid workers to support CSF’s outreach with regards to capacity building, information sharing and learning around conflict sensitivity.

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • Decisions relating to design and management of CSF’s communication strategy and approach, with input and approval from CSF Director • Decisions relating to design and delivery of CSF’s communication activities, with input and approval from CSF Director
Financial resources	N/A.
Other resources	<ul style="list-style-type: none"> • Contribute to report writing, and quality and accurate information sharing • Responsible for and in custody of Saferworld equipment, such as a Laptop and mobile phone.
People management	N/A
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Comply with Saferworld’s policies and procedures, including HR and safeguarding policies • If and when authorised, act as the senior manager with corporate responsibility, in the absence of the CSF Director.

Person specification**Knowledge, qualifications and experience****Essential requirements:**

- A university degree in communications, media, graphic design, languages, or relevant field;
- At least 2 years of relevant work experience in communications, graphic design, content production, photography, or related field;
- Experience in designing and producing content for mass sharing, social media and audio-visual production;
- Experience using social media for a professional organisation/NGO.
- Knowledge of and experience of working with content management systems.
- Knowledge of international relations or a strong interest in the field.
- Good understanding of publication and research promotion processes.
- Interest in and awareness of the international/national news agenda,
- Capacity to produce high quality outputs in English and Arabic;
- Demonstrated ability to learn quickly and adapt to changing contexts;
- High standard of computer literacy;

Desirable requirements:

- Sudan or regional experience;
- Experience working with communication products (e.g. mailing lists, social media content generation)
- Experience writing or contributing to global discussions around aid reform and learning;
- Experience working in a conflict-affected context;

Saferworld is an equal opportunities employer. We encourage candidates from disadvantaged groups and candidates with disabilities to apply.

Skills and abilities

- Project management skills to ensure timely and quality communications products by working with media, researchers, translators, photographers, illustrators and graphic designers.
- A curious and problem-solving disposition;
- An excellent listener with an open mind to understand and learn from different perspectives;
- Ability to work collaboratively and constructively in a team;
- Ability to learn quickly and adapt to changing contexts;
- Ability to tailor communication style and content to different audiences;
- Willingness to undertake regular field visits and interact with different stakeholders;
- High standard of computer literacy (including familiarity with social media).

Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld
- Commitment to improving international engagement in conflict-affected contexts and sharing experience-based ideas as to how this can be achieved.

Other requirements

- Travel to sub-national and remote locations in Sudan to areas recently affected by violent conflict may be required;
- Occasional travel in the East Africa region.

Application process

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

Deadline for applications: 2nd June 2022.