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| **TITLE:** Advocacy, Campaigns, Communications and Media (ACCM) Coordinator | | |
| **TEAM/PROGRAMME:** Advocacy and Campaigns | **CATEGORY:** National Hire  **LOCATION:** Monrovia, Liberia | |
| **GRADE**: 3 | **CONTRACT LENGTH.** 1 year, renewable | |
| **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). | | |
| **BACKGROUND**  Save the Children seeks an ACCM Coordinator. Save the Children in Liberia implements a diverse portfolio of projects supported by various donors. The successful candidate will be in the main office in Monrovia, and supporting field offices and about 100 staff in Grand Gedeh, Grand Bassa, Bong, River Gee, River Cess, Lofa, and Nimba. | | |
| **ROLE PURPOSE:**  The Advocacy, Campaigns, Communications and Media Coordinator will lead the direction of and coordinate Save the Children’s policy influencing and visibility work in the country. The Advocacy, Campaigns, Communications and Media (ACCM) Coordinator will be responsible for the development and implementation of an advocacy, campaign and communications strategy that will influence the government and other institutional policies and practices to achieve positive and lasting changes to fulfil children's rights in both development and emergency contexts. | | |
| **SCOPE OF ROLE:**  **Reports to:** Country Director  **Functional report to:** Regional Director for Advocacy, Campaigns, Communications and Media  **Closely works with:** Operations, PDQ, MEAL, NBD  **Staff reporting to this post:** None  **Budget Responsibilities:**   * No financial approval   **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. | | |
| **KEY AREAS OF ACCOUNTABILITY :**  **Advocacy and Campaigns**   * Lead the development and implementation of a campaign and advocacy strategy for the Liberia country office. * Identify key strategic opportunities and events and report launches in Liberia for Save the Children to position itself as the leading organisation for children’s issues in the country. * Oversee advocacy efforts by thematic specialists and other program staff in their work. * Reinforce synergies between programme and advocacy to maximise Save the Children impact. * Build capacity of programme staff to undertake advocacy through training, development, and implementation of advocacy strategies. * Work with the Senior Management Team to build a culture of developing advocacy strategies that are funded for all thematic areas as part of our Theory of Change * Support programme staff to develop appropriate campaign and advocacy messages across thematic and programme areas, and ensure the CO has a set of advocacy and campaign messages as required for thematic/strategic areas. * Provide representation for advocacy work, with media, partners, coalitions, and beneficiaries. * Maintain an up to date power analysis on key advocacy issues, including key ministers, political, civil society and economic leaders, influencers, donors, and media. * Communocate on the impact of SC Liberia’s advocacy and campaign work.   **Social Media**   * Build engagement and manage social media profiles for SCI to enhance voice, awareness and relevance * Identify and adapt relevant social media trends to increase engagement * Identify, escalate and manage issues when required with the support of senior colleagues * Ensure timely, regular and live updates on new and existing activities across Liberia on our various social media platforms. * Develop or tailor existing social media toolkits and tweet sheets based on the priorities identified.   **Communications**   * Produce communications and information materials, such as, brochures, info graphics, project/programme profiles, videos and newsletters etc; to build the Country offices visibility and engagement with Save the Children members, Regional Office/Centre, partners and relevant stakeholders to support programmes and advocacy work. * Produce communication outputs relating to the situation, campaigns and Save the Children’s response and programmes – including key messages, Q&A’s, briefings and factsheets; * Successfully promote and strengthen the profile of SCI in Liberia through social media and other exhibition opportunities * Support the work with celebrities and social media influencers to engage strategic audiences * Ensure that relevant programs have communication plans, oversee and support the implementation of communications plans; * Evaluate results and impact of communications activities   **General**   * Ensure that children are safe and protected when they involve in SCI advocacy activities and communications work. * 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. | | |
| **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 Degree Communications/Public Affairs, Law, International Relations and Development – or any other any related field from a recognized higher educational institution | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Significant prior experience working in advocacy on child rights, human rights, or development issues * Experience of influencing, campaigning and advocacy work including lobbying, policy development at national, regional and/or international level * Excellent skills in advocating towards government officials * Proven skills in communications and media work, including producing communications materials and ideally and engaging with media. * Ability to gather case studies, testimonies and information on different programmes. Excellent IT skills, especially in Powerpoint, Sharepoint, social media analytics, and experience with design softwares such as Photoshop is an advantage; * Analytical and strategic thinking skills * Creativity and desire to learn * Cultural awareness and ability to build relationships quickly with a wide variety of people * Patience, adaptability, flexibility, and ability to improvise and remain responsive and to communicate clearly and effectively under pressure * Excellent planning, management and coordination skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities * Strong communication (written and spoken), and interpersonal skills in English. | | |
| **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:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |