 **Job Description**

**Job Summary**

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| **Function:** | **Programmes** |
| **Job Title:** | **Communications Officer, GOAL Sierra Leone** |
| **Grade / Level:** | **TBA** |
| **Country:** | **Sierra Leone** |
| **Location:** | **Freetown** |
| **Reports to:** | **Programme Development and Quality Coordinator** |
| **Supervision Given to:** | **Nil** |

**OVERVIEW**

The Communications Officer will support the Program Development and Quality Coordinator (PDQC) and play a critical role in collecting material and developing and implementing traditional and innovative communications campaigns to project GOAL Sierra Leone’s (SL) voice and profile our vision and program of work.

The ideal candidate will be a media and digital enthusiast, with exceptional writing skills and some graphic design and photography skills and will have a strong interest in developing a career in communications.

**KEY RESPONSIBILITIES**

**RESPONSIBITY 1**

**Assist the PDQC in creating a communications strategy and implementing the coordination and delivery of the plan to achieve that strategy**

* **Task 1:** Participate in field visits and assist in documenting the delivery and impact of GOAL programmes, in partnership with the PDQC and the Technical and MEAL Country Teams.
* **Task 2:** Draft pieces about program delivery and beneficiary stories, following field visits for GOAL SL and HQ communications

**RESPONSIBILITY 2**

**Assist in coordinating and facilitating branding of materials for GOAL SL**

* **Task 1:** Assist in ensuring the appropriate and consistent use of GOAL’s visual identity in internal and external communications.
* **Task 2:** Assist in the designing and commissioning the printing of information and visibility materials.

**RESPONSIBILITY 3**

**Assist in managing internal communication.**

* **Task 1:** Drive good organisation of GOAL SL communications related material (including photography and video material) on SharePoint for easy access and effective institutional memory.
* **Task 2:** Prepare and share GOAL SL quarterly internal and external newsletters.

**FURTHER DETAIL ON KEY RESPONSIBILITIES**

**Content Development for internal and external engagement**

* Produce high-quality written stories that demonstrate GOAL SL’s impact for engagement on digital channels, and for HQ.
* Produce high quality, child-focused visual content (photography and/or video material) that inspires, engages and positively transforms diverse audiences.
* Support the production of high impact communications assets to facilitate GOAL’s external engagement efforts and resource acquisition.
* Initiate relevant topical content in support of GOAL’s key priorities and key global moments for use to engage audiences.
* Develop and maintain positive working relationships with field staff to facilitate successful coordination and planning of field visits.
* Package and disseminate stories to GOAL HQ.
* Ensure all content complies with GOAL’s safeguarding protocols.

**External communications**

* Develop and maintain key media contacts and build strategic relationships with media in SL, including international news correspondents and wire agencies.
* Proactively pursue opportunities to pitch compelling story ideas including press releases to the media.
* Coordinate, plan and facilitate media visits to GOAL SL programmes.
* Assist PDQC as required with external donor communication.

**PERSON SPECIFICATION**

**Required**

* A degree, diploma or equivalent in Communications, PR or Marketing or equivalent work experience in an agency or in-house environment, with a proven track record of achievement.
* Experience developing, monitoring and evaluating communications campaigns
* Proven ability to work independently and in a collaborative team environment
* Fluent business level English speaker
* Excellent communication skills (both written and verbal)
* Excellent organisational and interpersonal skills, with an ability to work under pressure and meet deadlines
* Strong time, project, and prioritisation management skills
* Microsoft Office skills including Word, Excel and PowerPoint.
* Agility in moving successfully between traditional media and social media
* Excellent writing and proof-reading skills
* Impressive accuracy and eye for detail
* Methodical, flexible, and capable of undertaking multitask driven work

**Desirable**

* Some experience in graphic design, photography and videography
* Experience in managing expectations from multiple key stakeholders
* Event coordination experience
* Administrative experience
* Outgoing, enthusiastic, self-starter who takes responsibility for his/her own work

**Requirements : GOAL Competencies : no more than five (See GOAL Competencies Framework)**

* Competency 1 and description (level)
* Competency 2 and description (level)
* Competency 3 etc…

**Other requirement:**

The candidate should be willing to travel to the field for documentation purposes.

**General Terms and Conditions**

**Safeguarding**

Children and vulnerable adults a must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

**Accountabilitywithin GOAL**

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

* Comply with GOAL’s policies and procedures with respect to safeguarding, Code of Conduct, health and safety, data protection and confidentiality, do no harm principles and unacceptable behaviour protocols.
* Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
* Report any concerns about inappropriate behaviour of a GOAL staff or partner.

*This Job Description only serves as a guide for the position available. GOAL reserves the right to change this document. Any published closing dates are estimated. Due to the nature of GOAL’s work we aim to fill vacancies as quickly as possible. This means that we will close adverts as soon as we have found the right candidate, and this may be before the published closing date. We would therefore advise interested applicants to submit an application as early as possible.*

**Job Holder……………………………..…Signature…………………….……… Date………………………..…………**

**Line manager……………………………. Signature…………………….……… Date………………………..…………**