

Job Title:	Communications Officer: Advocacy & Campaigns		
Cluster:	Communications		
Salary:	USD 42,000 - USD 45,500 per annum (dependent on exp.)	Contract Type:	Fixed term (2 Years)
Location:	Johannesburg, South Africa preferable or CIVICUS Hub (Geneva or New York)		
Reports to:	Communications Lead		
Direct Reports:	None		
Job Role			
Role Overview:	<p>The communications officer will work at a senior level to drive strategic, engaging and creative communications to achieve CIVICUS advocacy objectives, in line with CIVICUS' broader strategy and vision. The ideal candidate is an innovative communicator passionate about civil society and the fundamental freedoms that enable people to speak out, organize, and take action. You will drive and coordinate CIVICUS advocacy communications, which includes amplifying member voices, sharing inspiring stories of activism, communicating complex research concepts in compelling ways, and building strategic relationships with major mainstream media outlets to enhance CIVICUS' public outreach efforts.</p>		
Areas of Responsibilities	Key Activities		
Strategic Communications	<p>Working within the communications team, support planning and implementation of CIVICUS' communications, media and digital media strategies, focusing on advocacy contributing to CIVICUS Strategic Priorities.</p> <ul style="list-style-type: none"> • In collaboration with communications cluster lead, develop and drive communication and media strategies for various projects, events, launches, to achieve CIVICUS advocacy objectives. • Use analytics to support the development of effective communication and media plans, which draw together CIVICUS research, knowledge, and networks work streams. 		
Editorial and Media	<p>Editorial support for CIVICUS research and knowledge, linking these to clear advocacy actions, including media engagement.</p> <ul style="list-style-type: none"> • With CIVICUS research colleagues, lead on production and impactful dissemination of CIVICUS key publications – i.e. State of Civil Society, research reports - including repackaging complex research and thinking into formats designed for diverse audiences. 		

	<ul style="list-style-type: none"> • Write, edit, and ensure quality copy for CIVICUS key advocacy products, including media statements, op-eds, social media. • Support production process across a range of media (print, social media, video, audio), from storyboard, to planning, sourcing and monitoring - of key advocacy outputs (solidarity alerts, media statements and releases, videos, infographics, research briefs) • Drive evidence-based media strategies to achieve advocacy objectives, including developing media relationships, expanding CIVICUS media range, coordinating CIVICUS media team, and acting as a press coordinator, to enhance CIVICUS position as the go-to source for media on civil society. • Develop and maintain targeted press lists designed to maximize influence and advocacy and identify opportunities to engage media in a proactive manner.
<p>Capacity Strengthening</p>	<p>Build cross-organizational capacity around communications for advocacy.</p> <ul style="list-style-type: none"> • Strengthen organizational media capacity by: developing and implementing tutorials and tools around: newsworthiness, speaking to the media, CIVICUS positioning on issues. • Strengthen social media capacity of staff and the alliance by developing and implementing tutorials and tools on social media for advocacy.
<p>Rapid response</p>	<p>Leads on CIVICUS rapid and timely responses to emerging issues.</p> <ul style="list-style-type: none"> • Stay up to date on the daily news cycle and identify opportunities for breaking news media commentary - how we can connect journalists with experts in the field, including our members in 170+ countries. • Deepen relationships with our members and partners, to be able to rapidly respond to emerging issues.
<p>Person Specification</p>	
<p>Education, Language & Qualifications</p>	<ul style="list-style-type: none"> • Diploma or Degree in Communication, Journalism or equivalent. • Excellent English written and verbal communications skills, including a flare for writing and communication, as well as sharp-eyed editing of diverse styles of writing.
<p>Essential Knowledge, skills and Experience</p>	<ul style="list-style-type: none"> • Minimum 7 - 10 years in a communication role - including demonstrated experience of strategic organizational communications and public outreach strategies and working with international media. • Able to translate complex knowledge and concepts into creative multi-media, for diverse audiences, with clear advocacy objectives. • Demonstrated experience leading production process of publications, videos, podcasts, etc.

	<ul style="list-style-type: none"> ● Portfolio and demonstrated work experience with journalists and the media, including an active network of media contacts. ● Devours the news on our advocacy issues and enjoys monitoring the 24-hour news cycle daily to identify opportunities for traditional and social media engagement. ● Understanding of international civil society, human rights and development issues, and good socio-political analysis skills. ● Training and capacity strengthening knowledge. ● Advanced Computer, Internet and website proficiency: (Website Content Management System, sMS Office, multi-media content generation using Adobe Creative suite) ● Experience and passion for digital communications - social media, graphic design, video production, etc.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> ● Fluency in another UN language (French, Spanish, Mandarin, Portuguese, Russian, or Arabic) - desirable.