

WACC Communications Coordinator – ACT Global Climate Project

The successful candidate for this position as WACC Communications Coordinator- ACT Global Climate Project will implement the ACT Alliance's Global Climate Project.

1. Major functions summary

The Coordinator takes the lead in a number of initiatives and projects especially the coordination of the ACT global climate project, particularly the internal and external communications, supporting the various structures at global, regional and national levels in the implementation of climate change and sustainable development projects, and in building the ACT brand visibility and to manage the organisation's reputation both at the secretariat and member level. It involves intensive work with ACT Alliance members and partners at regional and national level to help build ACT member and group capacities, and to facilitate increased collaboration and joint initiatives. The position will report to the Head of Communications and work closely with the Global Policy and Advocacy Coordinator and the advocacy team. The coordinator will advise the ACT Regional Representatives on implementing activities at national and regional levels.

2 Duties and Responsibilities

The Coordinator will significantly contribute to the implementation of the communications and advocacy strategies for the ACT Alliance in the context of the climate justice and sustainable development agenda. This includes:

- **Coordination and project management:** Overseeing and implementing time bound projects, including arranging story gathering trips, information sharing, capacity building, engaging with relevant international processes under the UN, e.g. UNFCCC through consultation with Secretariat staff, members and external agencies
- **Internal communication:** Ensuring that all the relevant colleagues, the memberships and partners receive timely and appropriate communication and information. This involves:
 - Supporting the drafting and laying out of policy briefs, toolkits, newsletters and messages to the alliance and other actors
 - Assisting with communications and advocacy work within the regions
 - Moderating online communication platforms,
 - Assisting the communications team in engaging members with the ACT website
 - Developing and maintaining a support a network of staff in ACT member organisations to assist with resource sharing and collaboration
 - Ensuring relevant member and partners' enquiries are handled effectively and appropriately
- **Media relations:** Building and maintaining media relations; undertaking media work and monitoring coverage
- **Event coordination and visibility:** Identifying opportunities and ensuring visibility of ACT Alliance at key events; project managing communication aspects related to ACT's presence at UNFCCC events
- **Materials development:** Undertaking and managing the development of ACT materials including publications, brochures and materials for field use, and ensuring their appropriate and timely dissemination

- **Writing/Editing:** Writing and editing quality stories for the ACT website, and editing relevant policy and/or other documents; drafting newsletters and reports
- **Fieldwork:** Carrying out fieldwork and partner visits when required

3 Competences

- Committed to the values of the ACT Alliance and takes pride in delivering on agreed priorities according to the highest standards individually and as part of a global team
- Proactively finds innovative and creative solutions, is efficient and reliable, adapts to change and uncertainty, is decisive and acts with integrity
- Builds effective internal and external relationships, involves others when solving problems and treats others with consideration and respect in an alliance where faith is a key ingredient of people's lives
- Passion for building and developing core skills for the role and contributes knowledge outside of immediate own role
- Effectively motivates, influences and develops others, drives high performance, inspires people to follow them and acts as a role model

4 Working relationships

The candidate will be required to establish and cultivate several new relations with ACT secretariat staff in all six offices, as well as members

- Internally, the Coordinator will report to the Head of Communications, and collaborate closely with the advocacy teams and communications team as well as the regional representatives and humanitarian coordinators in the regions, to identify appropriate humanitarian, development and advocacy work for profiling in ACT communications and across the membership.
- Externally, the Coordinator will liaise with relevant ACT members, ecumenical actors and other partners to build relationships across the alliance, increase member capacity and foster trust and allegiance among members.

5 Technical skills and experience

- At least 5 years' experience in a project coordination, advocacy and/or communications role, including international experience in a network setting.
- Understanding of global civil society working environment and multilateral processes within the UN with a particular focus on UNFCCC and the UN sustainable development and disaster risk reduction agenda.
- Experienced in engaging with governments, working within the faith sector and facilitating multi-stakeholder communications and dialogues.
- Experience in working with the mass media, including social media, capacity building and strategic communications and campaigns.
- Fluent English written and verbal communication skills, Good knowledge of Spanish , French an asset

- Advanced degree in communications, journalism, public relations or relevant discipline an asset
- Demonstrated ability to work in multi-cultural situations and/or multi-locational settings using a flexible, collaborative approach
- Working knowledge of Adobe Indesign and/or other design programmes
- Demonstrated competency to build and maintain trust among diverse groups towards consistent collaborative work
- Highly organised, with strong project management skills
- Demonstrated experience in developing and undertaking capacity building initiatives
- Track record of building and maintaining strong relationships with global media houses
- Strong experience and understanding of issues regarding branding and marketing
- Ability to manage one's own work and time within the context of multiple responsibilities and projects, and a demonstrated capacity to work under pressure to deadlines
- Some travel
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