

## Position Description

### Communications Officer

Based in Geneva, Switzerland

#### About ACT Alliance

ACT Alliance is a coalition of more than 140 churches and affiliated organisations working together to create positive and sustainable change in the lives of poor and marginalised people regardless of their religion, politics, gender, sexual orientation, race or nationality. ACT Alliance is supported by 30,000 staff from member organisations and mobilises about \$2.5 billion for its work each year in three targeted areas: humanitarian assistance, development and advocacy action. ACT Alliance is deeply rooted in the communities it serves. It has earned the trust and respect of local people long before large international interventions scale up, and remains steadfast in its grassroots commitments many years after world attention has shifted elsewhere. For more details about the general work of ACT, please refer to <http://www.actalliance.org/>

- 1. Major functions summary:** The Communications Officer is responsible for editorial production of strategic communication of events and visits in Geneva, media relations, and supports humanitarian communications work for the ACT Alliance. This work serves to implement the ACT communications strategy (both internal and external) by building the ACT brand, member pride in ACT, and ACT's reputation as a thought leader. The communications officer will work with ACT Alliance staff and ACT member staff around the world to gather relevant communications material (stories, photos, video, etc) for use by ACT and its members.

**Accountability:** The officer reports directly to the Head of Communications. They will work within a team environment of the ACT secretariat and support other tasks as required and requested by the Head of Communications.

- 2. Duties and Responsibilities:** The communications officer will significantly implement the communications strategy for the ACT Alliance. This includes:
  - **Writing and editing:** Researching, interviewing, writing and editing quality stories for the ACT website, press releases, humanitarian communications, newsletters, and other pieces, editing articles, relevant policy and other documents. Some stories will be gathered from members, so research and interview skills will be needed. Identifying opportunities, in conjunction with the Head of Communications and General Secretary, to gather stories during key events in Geneva.
  - **Video and photography:** Shooting and editing video and photos at events and to accompany stories. Sourcing photos from members, media bank, etc.
  - **Media relations:** Liaising with media, building a media list, and monitoring media coverage of ACT Alliance.

- **Social media support:** Assisting in the production, posting and engagement of content on social media platforms, particularly Facebook and Twitter, and in the management of ACT social media profiles, groups, and other channels.
- **Mediabank:** Helping to maintain the online ACT media library.
- **Branding and fundraising support:** Assisting as requested in brand management and communications support to fundraising initiatives.

### 3. Competences and behaviours:

- 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
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### 4. Working relationships

The officer will be required to build working relationships with ACT secretariat staff in all six offices, as well as members

- Internally, the Communications Officer will report to the Head of Communications, and collaborate closely with the communications team, the General Secretary, 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, they 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

- University degree or equivalent in communications or other suitable field
- 3-5 years progressively responsible journalism or communications experience
- Knowledge and experience of the INGO sector and the ecumenical/church sector
- Fluent English written and verbal communication skills. Good knowledge of Spanish and/or French an asset
- Strong technical skills in writing, editing and proofreading, social media and online communication, incl. the use of content management systems (CMS)
- Basic graphic design and layout skills for publications (Adobe InDesign)
- Highly developed networking skills dealing with the media (press, online, audio-visual)
- Knowledge and experience of communication systems and tools
- Strong computer skills especially web and social media related

- Knowledge and experience in photography, videography, and editing (Photoshop/Lightroom, Premiere)
- Demonstrated ability to work in multi-cultural situations and/or multi-locational settings using a flexible, collaborative approach
- Highly organised, with strong project management skills
- Track record of building and maintaining strong relationships with global media houses
- 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

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to [recruitment@actalliance.org](mailto:recruitment@actalliance.org) by Friday 24<sup>th</sup> August 2018. Please put "Communications Officer" in the subject line and name your documents "Firstname lastname CV" and "Firstname lastname Cover letter". Female candidates are strongly encouraged to apply.