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| **TITLE:  Communications Officer, Kumwe Hub** | | |
| **TEAM/PROGRAMME: Rwanda CO** | **LOCATION: Kigali** | |
| **GRADE**: 4 | **CONTRACT LENGTH:Open Ended** | |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  Kumwe Hub (<https://www.kumwehub.com/>) is an Africa-focused innovative finance and social investment entity within Save the Children. We support the growth, success, and sustainability of local businesses who are having a positive impact on children.  We back these businesses through an array of technical support, investments, and services. These include providing **space** for start-ups to pilot new approaches within Save the Children’s existing programmes, providing **advice** to businesses on their operations and impact, and providing **capital** through grants, loans and investments.  The Communication Officer for Kumwe Hub is responsible for delivering high quality, impactful communications via different means including via our website, on social media and through image and video content. These must convey in an attractive and gripping manner, the benefits and impact of Kumwe Hub’s innovative new approach to a range of external and internal stakeholders including, but not limited to: business investors, businesses we support, donors and Save the Children colleagues. Kumwe Hub’s brand is growing in importance for Save the Children and we need to ensure the highest levels of quality in everything we produce.  The position has both an internal and external orientation, but works closely with the Kumwe Hub Director as well as the programming team.  The post holder will carry out these responsibilities in line with Save the Children’s vision, country strategic plan, and principle of Child Right Programming. Any space capacity the Communications Officer has will be used to support similar functions more broadly for the Save the Children country office in Rwanda.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to:** *Kumwe Hub Director, Dotted Line to PDQ Director*  **Staff reporting to this post:** *None* | | |
| **KEY AREAS OF ACCOUNTABILITY**  **Communication:**   * Develop communications strategies, guidelines and plans for Kumwe Hub. * Support the development and presentation of contents in articles, stories, photos, messaging, social media content, fact sheets and multimedia for Kumwe Hub’s key audiences – internally and externally. * Lead in the development of a communications calendar capturing priorities of actions and products for Kumwe Hub. * Ensure the branding and communications guidelines of Save the Children and Kumwe Hub are consistent across all Kumwe Hub Programmes and Teams. * Lead on information and communication flows between Kumwe Hub and a variety of internal and external stakeholders. * Lead on developing and implementing effective ways of communicating lessons learnt, good practices, evidences of changes and use them to influence programming with various stakeholders including communities, partners, donors and within the Save the Children movement. * Manage the production of compelling photo stories, case studies, audio-visual materials from the field to highlight Kumwe Hub’s work, including commissioning of photography and film when required in line with Save the Children International policies and procedures   **Media:**   * Act as the media focal point for queries internally and externally, ensuring the right people are speaking to the media. * Develop a strategy/guidelines to guide the engagement of Kumwe Hub with the media. * Identify media issues, prepare media messages, talking points, Q&A’s, assess appropriate media for communicating those messages and facilitate the process of disseminating/communicating those messages after securing the approval of the Country Director. * Track and monitor interviews and media coverage in Rwanda. * As appropriate establish proactive and beneficial relationship with media outlets that can help engage Kumwe Hub’s mission. * Manage content on the social media platforms for Rwanda   **Capacity building:**   * Build staff capacity at all levels to ensure they are effective ambassadors for Kumwe Hub’s work in Africa. * Ensure communications and media is mainstreamed in all programmes. | | |
| **BEHAVIOURS**   * Understanding humanitarian contexts and application of humanitarian principles: * Ensures that programme goals and activities uphold the principles of the key national and international humanitarian frameworks, codes and commitments * Integrates beneficiary accountability principles into the approach * Participates in disaster coordination mechanisms and interagency cooperation   **Achieving results effectively:**   * Ensure efficient and transparent use of resources in accordance with internal controls * Establishes staff engagement mechanisms. * Addresses difficult situations and makes tough decisions confidently and calmly * Considers the wider impact of decisions to be made in the short and long-term. * Continuously provides feedback and updates to achieve improved results * Coordinates with stakeholders to avoid duplication and maximise resources * Documents lessons learned and applies them to future projects   **Maintaining and developing collaborative relationships:**   * Actively listens to different perspectives and experiences of stakeholders * Actively participates in networks to access and contribute to good practice * Establishes and maintains clear communication and dialogue with disaster and conflict affected people and other stakeholders * Establishes clear objectives with teams and individuals and monitors progress and performance   **Operating safely and securely:**   * Identifies and communicates risk and threats and minimises these for oneself and the agency * Reduces vulnerability by complying with safety and security protocols set by the organisation * Takes measures to do no harm and to minimise risks for partners and the communities * Demonstrates an understanding of wider UN/NGO security coordination and how the organisation can benefit from, and contribute to, those mechanisms   **Managing yourself in a pressured and changing environment:**   * Helps team members to practise stress management through prioritisation of workloads and modelling of appropriate self care * Remains effective and retains perspective in the face of difficult or demanding situations * Demonstrates personal integrity by using one’s position responsibly and fairly * Maintains ethical and professional behaviour in accordance with relevant codes of conduct * Plans, prioritises and performs tasks well under pressure * Takes responsibility for own work and for the impact of own actions   **Leadership: Action; Thinking; Self; Inspiring; Developing Others:**   * Builds own awareness of the bigger global picture by using a broad range of sources to gather data * Demonstrates managerial courage by confronting difficult situations and seeking resolution, and stating willingness to champion ideas * Demonstrates approachability and trust by listening carefully to others and valuing their contribution, and making others feel comfortable by being open and honest about their thoughts and feelings * Demonstrates self-development and management by taking responsibility for own development, and actively seeking out feedback to better understand their own strengths and weaknesses * Makes positive statements about work * Effectively influences others by understanding their interests and show how they will be met by own solution * Gives constructive feedback to enhance capabilities and responsibilities to another for the purpose of his/her development   **BEHAVIOURS (SCI 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**   * Essential   + Degree in social science, development, journalism.   + At least 5 years of experience in undertaking, media and communication initiatives in humanitarian and development contexts   + Fluency in written and spoken English * Desirable   + Masters or post graduate degree in communications and media. | | |
| **EXPERIENCE AND SKILLS**   * Proven track record of excellent communications delivery across multiple different media (video, interview and social media). * Excellent written and verbal communications skills, and an ability to produce good quality documents, information for a variety of audiences and communicate good practices * Excellent influencing and negotiation skills, including an ability to deal with people at all levels with credibility, tact, and diplomacy * Experience and proficency in graphic design software * Strong inter-organisational skill such as networking, negotiation and communication. * Willing and able to travel timeto field offices to support field teams, as security permits * Proven experience in analysing the situation of children using the child rights programming/ principles framework * Commitment to Save the Children values. | | |
| **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:** James Raynor | | **Date:** 14th March 2023 |