

Vacancy Announcement

Communications Specialist (REF. 2023-13)

Position title:	Communications Specialist
Position level:	C2
Team:	External Affairs
Required FTE:	100%
Required travel:	Up to 20% (Position is based in Geneva, CH)
Reports to:	Communications Manager
Roles reporting to this position:	None

Scope of the role

The Communications Specialist takes on significant responsibility within a small communications team to support implementation of the GCERF communications strategic objectives. Projects and workstreams led by the Communications Specialist build visibility of GCERF and its mission of preventing violent extremism, enhance donor and partner perception of the organisation, support achievement of GCERF's resource mobilization targets, and strengthen the organisation's brand identity.

The Communications Specialist leads assigned communications projects and/ or areas of work to advance GCERF's profile and reputation, and contributes expertise to the development of GCERF's organizational narrative and messaging, while tracking and adapting to the evolving donor landscape, media interest, and political dynamics.

Principal accountabilities and ownership

1. **Communication materials and content development:** Responsible for developing a wide range of communications materials as assigned by the Communications Manager. These may include for example: press releases, publications, social media assets, written or audiovisual story content based on field reporting, op-eds, fundraising campaign material, newsletters and event promotion materials.
2. **Media relations and outreach:** Monitors relevant global news media coverage to understand trends and perspectives, in order to effectively position GCERF through media outreach. Maintains existing media contact database, and seeks to build or nurture new broadcast, digital and print news media relationships. As a shared responsibility with the Communications Manager, seeks opportunities for media placement and interviews by GCERF spokespersons (headquarters leadership and in countries) to increase visibility of GCERF's work and mission.
3. **Country program content creation:** Responsible for defining, planning and leading assigned field content-gathering trips to countries where GCERF funds projects. Leads all subsequent phases of content creation, publication and promotion. Over time, helps to build a robust set of communications stories and raw materials to advance GCERF's visibility and resource mobilization needs. Collaborates with other members of the Communications team to refine GCERF's content archiving, in order to strengthen and streamline use of available storytelling materials.
4. **Communications partnership with GCERF grantees:** Acts as a focal point for GCERF's global network of implementing partners in order to cultivate communications best practices, identify synergies for materials, content sharing and digital amplification opportunities.
5. **Stakeholder events communications focal point:** May be asked to act as Communications focal point for key External Affairs or Programme Management Unit events, including media opportunities, content gathering during events and/ or event promotion.
6. **Other duties as required by the Communications Manager.**

Qualifications

Knowledge/Experience/Qualifications

- Advanced university degree in communications, journalism, public relations, international relations, communications studies, digital marketing, or other field relevant to GCERF's work
- At least 5-7 years' experience in journalism, public information, digital communications, or related area
- Prior communications experience in support of an international not-for-profit organization
- Communications field experience will be considered a plus

Technical skills

- Thorough knowledge and experience of written communications formats, conventions and writing style of international organizations with a global, multicultural focus. Depth of experience drafting press releases, documents, talking points, presentations, editorial content, and speeches.
- Strong understanding of the global media landscape and emerging digital trends
- Knowledge of and interest in global political/ geopolitical trends
- Desirable: some familiarity with global trends in counter-terrorism and peacebuilding efforts
- Field content gathering and production experience; ability to work with a high degree of independence as a content-gathering lead and field producer
- Excellent written storytelling and editing skills
- Solid experience conducting media outreach
- Languages
 - Required: fluency in written and spoken English
 - Desirable: strong French proficiency, native level
 - Advantageous: other languages important to GCERF's portfolio: Arabic, Russian, Portuguese, Kiswahili for example
- Desirable skills: Working knowledge of Adobe Creative Suite (especially InDesign and Photoshop) and WordPress (web)

Personal skills and attributes

- Effective communication skills: verbal, written, audiovisual
- Creativity, curiosity, interest in innovative ways to communicate
- Sound judgement; ability to work with a high degree of independence with care for thorough processes
- A team-player professional approach, interested in mutual success of colleagues and projects
- Alignment with GCERF's values
- Flexibility, resourcefulness to adapt to challenges

Interdependencies

What this role must provide for key working relationships

Communications Manager (primary)

- Solid and efficient project management and delivery of assigned projects, including project budget oversight
- Regular media outreach and network growth, leading to expanded media visibility of GCERF over time
- Sound judgement with respect to communications recommendations and positioning of GCERF
- Production of high-value communication material: written, audiovisual, digital
- Innovative thinking and creativity, supporting development of GCERF's communications function.
- Insights and support for production of donor- related communications products and activities.

Communications Associate (primary)

- Collaborate and provide some coaching and guidance to the Associate, in alignment with the Manager

External Affairs team (primary)

- Successfully deliver communications components for key stakeholder events as assigned by the Communications Manager, in consultation with the External Affairs Head.

Portfolio management team (secondary)

- Close collaboration with Country Managers for any communications initiatives undertaken in countries (content, events, meetings).
- Within designated authority, responsive to needs of the Portfolio Management Unit for training needs, or support to grantees' communications practices.

Performance & Impact team (secondary)

- Close collaboration with the P&I team to ensure accuracy, strategic messaging of communications materials related to performance data

External services providers (secondary)

- Management of procurement processes to identify and select external suppliers as needed.
- Management of collaborative process with external freelancers or creative agencies as needed.

General information:

- Our offices are located in Geneva, Switzerland
- GCERF offers competitive salaries and benefits package. Our contracts are for a duration of two years, renewable
- GCERF values diversity, equality and inclusion and we hire globally. We are committed to hiring qualified candidates irrespective of age, disability, ethnicity, national origin, family status, sex, gender identity or expression, physical characteristics, race, religion, spirituality or sexual orientation. GCERF has zero tolerance towards sexual harassment, sexual exploitation and abuse as well as any form of discrimination or harassment. Everyone at GCERF is expected to uphold our values. All selected candidates will undergo rigorous reference checks.

Application Process:

Deadline: 3 October 2023

As a part of the recruitment process, shortlisted applicants will be asked to complete a written assignment and participate in an interview process.

How to Apply: Please provide a cover letter and resume through our Careers webpage. Please visit the GCERF website at <https://www.gcerf.org/careers-and-opportunities/>.

Please send an email to careers@gcerf.org for any question you may have regarding this vacancy