

Communications Coordinator (temporary)

Introduction

The Global Campaign for Education (GCE) founded in 1999, is a global civil society movement working to end the education crisis. GCE members bring together civil society organisations, NGOs, teacher unions, child rights activists, parents' associations, young people and community organisations who work together in coalition in nearly 100 countries. GCE promotes education as a basic human right, mobilises the public to put pressure on governments and the international community to fulfil their promises to provide free, compulsory, high quality public education for all.

Short description

The Global Campaign for Education (GCE) is seeking to recruit a temporary Communications Coordinator. Details of the role as follows:

Job purpose:	To support the delivery of GCE's external and internal communications in order to further the presence and effectiveness of the work of the Global Campaign for Education and its members.
Location:	Johannesburg, SA or London, UK
Reports to:	Head of Communications
Employment Type:	Temporary fixed-term contract, full time for 4 months (with possibility of extension)
Start Date:	As soon as possible
Salary Range:	GBP 15,678 - GBP16,055 per annum

Essential skills and experience:

- Experience in communications, proficient in using communication technologies such as social media in a work-related/advocacy/campaigns capacity, particularly Facebook and Twitter, including other online/social media.
- Excellent oral and written communication skills in English with strong attention to detail (proofreading/online and offline design proofing). This role involves writing compelling articles and blogs on what are often complex themes. The ability to express complicate ideas in an accessible, easy-to-access way (for social media posts as well as longer written texts), and extract key points from other communications sources (members' updates, online news etc.) is an essential.
- Competency in one or more of GCE's official languages other than English (French, Spanish, Arabic, Portuguese).
- An understanding of data management and data integrity
- A commitment to value for money
- Networking, relationship management skills.
- Ability to prioritise a complex workload and meet tight deadlines.
- Excellent interpersonal skills, ability to work with colleagues in a small diverse office team, and with members from different countries and backgrounds
- Strong commitment to GCE's mission and objectives, and to equal opportunities.

Desirable:

- Experience working with or a clear understanding of the dynamics involved in civil society networks and coalitions, or of the not-for-profit sector
- Experience of working in a multilingual organisation
- Graduate qualification

Only applicants who have the right to work in South Africa or UK need apply, as GCE is not able to process work permits for applicants.

To apply for this position, please submit your application letter (**2 pages maximum**) and CV, including at least two references, to jobs@campaignforeducation.org on or before the closing date: Friday, 30th June 2017.

Duties and Responsibilities:

Work area 1: Increase the impact of GCE campaigns, activities and priorities by maintaining a strong presence on social media channels, i.e. Twitter and Facebook.

- Liaise with national and regional where necessary to get more info on news stories/policy wins/national developments affecting education
- Subscribe to partners', allies' and members' newsletters to be well-informed about national, regional and global developments affecting members and education community more broadly.
- Share and promote members' news, campaign updates, and relevant education news on Facebook, Twitter and the GCE website at least three times a week.
- Share and promote GCE's own publications and tools, in all GCE languages
- Write and share articles/blogs for the GCE website and also any blogs that appear on partners' or members' websites.
- Develop a knowledge base around GCE members, their focus areas and work, including through being a point of contact and maintaining regular dialogue with coalitions and partners.

Work area 2: Deliver effective communications to ensure GCE is engaging with members, and encouraging engagement between members.

- Ensure regular members' mails are being sent in all GCE languages (with Head of Communications)
- Maintain GCE members' area on GCE website
- Maintain and write content for new and existing GCE website
- Coordinate ongoing teleconferences with GCE members' communications contacts (primarily RCs)
- Help to maintain online groups and manage online discussions, calls and webinars focused on GCE priority areas
- GCE newsletter:
 - Research, create and fact-check content
 - Translation
 - Upload content in 5 languages
 - Dissemination

Work area 3: Maintain GCE's membership and partner data to ensure effective internal and external communications.

- Provide support in the undertaking of an organisational review of GCE membership.
- Maintain the GCE database
- Disseminate clear information relating to the review to members in all GCE languages, and to colleagues in the Secretariat where necessary.
- Be the point of contact for members for this review.
- Further actions as determined by GCE Board.

Work area 4: Use communication tools and channels to support the achievement of GCE's political objectives under its key strategic focus areas. Ensure the profiling of the work of the Civil Society Education Fund – in particular the good practice, lessons and outcomes from the CSEF-supported members.

- Work with the Head of Communications on proof-reading, copy-editing and translation where necessary/possible of content. During the period covered, this is likely to include:
 - GCE accountability briefing
 - Privatisation toolkit and briefings
 - GAWWE 2018 campaign pack and report/briefings
 - GCE accountability toolkit
 - Materials for the financing campaign.
- Support GCE's involvement in the Education Financing campaign (supporting other colleagues where required; social media profiling; production of campaign materials, e.g. social media packs).
- Continued roll-out/dissemination of the low-fee private schools report, particularly for regional/national launches
- Responses/articles to press as and when necessary
- Work with the Networks & Learning team to develop case studies in dialogue with relevant partners for sharing as stand-alone products (blog posts) or as input to publication and reports.
- Source information from the Networks & Learning team for content in the GCE newsletter.

Work area 5: Work with the Head of Communications and other colleagues in the Secretariat to ensure an inclusive and impactful Global Action Week for Education (GAWWE) 2018 that has clear messaging, profiling and actions.

- Support coordination of the GAWWE advisory group
 - Support the development of social media tools/pack
 - Draft content for GAWWE web pages
 - Check translation (where possible) for all GAWWE resources including website
 - Liaise with members and partners to get updates (and photos) of activities
 - Maintain accessible online photo storage for members' photos of GAWWE activities (Flickr)
-