

The Global Campaign for Education (GCE) is seeking to recruit for the following positions: **Campaigns and Designs Officer**

Role profile: Campaigns and Designs Officer

Job purpose: To support the delivery of successful grassroots and public campaigns including a new global campaign across a range of different contexts; support GCE advocacy initiatives; engage with GCE's member coalitions across the GCE membership on campaign and advocacy work; and provide support to the Policy, Advocacy and Campaigns Team's activities.

Location: Johannesburg, SA or anywhere globally within GCE's regions

Reporting to: Campaigns Manager

Employment Type: Fixed-term contract with possibility of renewal, to commence ASAP

Level: 3

Duties and Responsibilities:

Advocacy

- Writing press releases in coordination with the Communication Officer, statements and publications on a variety of problematics related to the right to education;
- Producing the design and supporting the development of Infographics, Toolkits, Guidelines, Manuals, On-line courses and other publications;
- Developing a picture library of high-quality images to support GCE's advocacy and campaign work;
- Supporting Monitoring, Evaluation, Learning and Reporting as it relates to advocacy and campaigns and particularly to the Africa Financing report;
- Supporting the delivery and facilitation of the GCE Interdisciplinary Courses

Campaigns

- Participating in the development and delivery of GCE's campaigns, including the One Billion Voices campaign;
- Supporting the development of campaign resource packs for 2021 including for the One Billion Voices, GAWA and Replenishment campaigns;
- Supporting the development and delivery of online campaign events and dialogues during 2021 including the launch of the One Billion Voices campaign on World Education Day;
- Supporting the elevation and delivery of campaign messages and initiatives and from the ground up through partnership with GCE members

Members' Engagement:

- Building and maintaining relationships with GCE members across the world to advance campaign and advocacy work;
- Liaising with colleagues across the GCE movement to coordinate joint campaigning and advocacy initiatives;
- Engaging and supporting GCE's youth constituency and other youth activists led campaigns and advocacy processes on social media and other platforms in collaboration with the Communication Officer.

Organisational:

- Coordinating and supporting all Policy, Advocacy and Campaign's team activities, including notes taking and minutes preparation;
- Coordinating closely with the institutional communication team
- Ensuring incoming emails and messages are answered to in a timely manner;
- Coordinating with the GCE institutional communication officer and the wider team;
- Contributing to the development of reports and feedbacks to donors/funders and partners.
- Following up and monitoring GCE processes

Qualifications and Key Competencies:

Essential:

- Bachelor's degree in International Development, Communications, Journalism or other related field
- 4-5 years of experience working in the non-profit sector across different cultures and languages
- 1-2 years working on global communications, advocacy and campaigns
- Knowledge and experience in the field of education
- Proven experience in producing high quality written material including analytical pieces, infographics, press releases, political statements and other material on a variety of issues including the right to education
- Proven experience in the development and delivery of social media campaigns and social media assets
- Proven experience in the delivery and facilitation of online events and discussions
- Proven ability to manage relationships with GCE members and partners
- Ability to express ideas and concepts and a clear and concise manner in writing and orally
- An understanding of grassroots civil society activism and the ability to motivate and engage staff and individuals from diverse coalition member organizations
- Cultural sensitivity, ability to work with colleagues in different locations and demonstrated ability to work successfully with diverse constituencies
- Fluency in written and spoken English and strong writing and communication skills
- Excellent interpersonal skills over email, by phone and in person.
- Ability to work within tight deadlines, deliver on time and to prioritize a complex workload.
- Self-starter, autonomous and able to manage own workload efficiently.

Desirable:

- Master's degree in International Development, Communications, Journalism or other related field
- Experience of working in a donor funded environment or an international organisation.
- Competency in one or more of GCE's other official languages - Spanish, Arabic, Portuguese, French.

To apply for a position, please submit your application letter and a CV/resume (2 pages maximum), including at least two contactable references, to jobs@campaignforeducation.org on or before the closing date: **Monday, 11th January 2021**. Please indicate the job title you are applying for in the subject line of the email. For further information on GCE, please visit our website: www.campaignforeducation.org/.

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- GCE is an equal opportunity organisation and everyone is encouraged to apply.
 - Please note that due to high volumes of applications that we receive, only complete applications will be considered, and only shortlisted candidates will be contacted.
 - GCE reserves the right to shortlist and interview on a rolling basis and in that case the job advert may be withdrawn at any time from job sites without notification.