JOB POSTING – Communications Officer, Global Field

Closing Date: Open until position is filled
Organization: Right To Play International
Department/Division: Global Program Unit
Work location: London, United Kingdom
Authorized to work in: UK (Without Sponsorship)
Target Hiring Zone: £25,000 - £33,000 (GBP) per annum

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using the power of play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – Be intentional about inclusion
- Make Things Happen – Seek opportunities to lead and innovate
- Display Courage – Act with integrity
- Demonstrate Care – Look after yourself and one another
- Be Playful – Have fun at work

Please visit our website to learn more about who we are and what we do, and watch this video to find out about the five pillars of our Culture Code.

JOB SUMMARY:

Reporting to the Chief Program Officer based in London and technically to the Global Director, Communications and Marketing, based in Toronto, Canada; the Communications Officer, Global Field shall lead overall development and execution of Right To Play’s internal and external communication strategies in all Country Offices including Ethiopia, Mozambique, Tanzania, Lebanon, Burundi, Uganda, Ghana, Mali, Palestine, Jordan, Rwanda, Thailand and Pakistan. This role manages all aspects of communications planning, including media relations, key messaging; print and audio visual materials, production, writing, and branding.

The Communications Officer, Global Field will develop communications and informational materials about Right To Play’s program activities and achievements in all Country Offices to foster partnership building, communication and fundraising efforts at the field and International level (factsheets, communications protocols & quality for various field
meetings/visits, social media and applicable photographs), and will assist in building Right To Play’s communication strategy.

The Communications Officer, Global Field is responsible for accurate representation of Right To Play and its program activities with all target audiences in all offices including media, funders, government, community leaders and other key stakeholders. Further, the CO will assist with enhancing the organization’s overall public image in all offices.

The Communications Officer, Global Field will be based in London with 40 to 50% of time travelling to Right To Play program countries.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Communications/Advocacy Materials Production with and for Country Office use (35% of Time):

- Provide support to quality standards and hands-on support to Country Office communication materials (country factsheets, packages to meet partners, inform field visit packages, etc.)
- Provide training and build capacity designated at Country Office staff, to deliver usable materials and information to meet RTPI needs
- Take photographs and gather quotes by interviewing staff, children and families who benefit from RTP’s work
- Promote creative communication innovations.

Job Responsibility #2: Communications across the Organization (30% of Time):

- Work with the country offices to ensure that all Right To Play products, communications, and actions in COs follow brand guidelines
- Oversee and approve key merchandise and print orders in all COs before being printed (publishing committee)
- Accompany and support high-profile visits to the COs, while developing and implementing media strategies for their visit; including preparing background materials, relevant packages, and team briefings. Ensure that external communication materials is being translated (quality) to French and Arabic, possibly local languages, as required.

Job Responsibility #3 Communications Planning and Strategy (including with donors) (20% of Time):

- Develop and implement annual country communications plans and select donor/partner communication plans, in line with the organization’s global plan, that are designed to maximize program impact, brand awareness, and fundraising goals
- Ensure that communication plans are in-line with all project grant agreements and reports. Strategically profile selected partnerships and communicate program effectiveness.
- Implement communications deliverables as required by specific project grant agreements and reports
- Develop annual thematic progress reports that profile select achievements across Right To Play programs and projects.
Job Responsibility #4: Media Relations in Partner Countries (10% of Time):
- Establish, develop and maintain relationships with international, regional, and country based media, and conduct appropriate media pitching and liaising; including writing media releases, media advisories, and reactive/proactive statements
- Serve as spokesperson for country operations, as required
- Build capacity of spokespeople in RTP Offices to communicate accurately and effectively about Right To Play and its programs – including Country Directors
- Closely monitor, track and analyze media coverage for Right To Play in partner countries
- Partner with media agencies and local opinion leaders to build their understanding and expertise in leveraging popularity of play based learning

Job Responsibility #5: Performs Other Duties as Assigned (5% of Time):

EDUCATION/TRAINING/CERTIFICATION:
- Bachelor’s degree in communications, public relations, journalism or related field

EXPERIENCE:
- Minimum of 5 years’ relevant employment experience, some of it preferably in regions of RTP’s partner countries
- Experience in developing communication, media plans and materials
- Experience in social media strategy and execution desired
- Experience in media relations

COMPETENCIES / PERSONAL ATTRIBUTES:
- Comprehensive computer skills; fully conversant with Microsoft Office software and at least one publishing software
- Excellent written and oral presentation skills and ability to communicate to a variety of audiences, including the media, the public, government officials, NGOs, Right To Play’s affiliates, and others
- Good knowledge of the NGO, media, and political environments in development cooperation
- Excellent editing and proofreading skills
- Strong people and facilitation skills
- Creative and able to work well under pressure
- Ability to prioritize and meet deadlines
- Prepared to undertake extensive travel in the region and sometimes at short notice
- Confident to work alone but able to judge when help is required or when there is an opportunity to share learning
- Able to manage heavy workload and reporting to multiple audiences
- Familiarity and interest in RTP’s mandate
- An interest in human rights and social change issues
- Legally able to live and work in the UK without sponsorship
DESIRED QUALIFICATIONS (An Asset)
- Experience with photography and videography

LANGUAGES:
- Fluency in written and spoken English
- Bilingualism is strongly desired (French and/or Arabic etc.)

WHO YOU ARE:

You are passionate about our commitment to help children and youth rise above life’s challenges through the power of play. You are highly collaborative and a relationship builder with a passion for humanitarian work, human rights and social change. You have been extensively involved in development and implementation Country Office communication strategies. Your attention to detail is great and you have a positive, follow-through mindset. You are focused on strategically positioning Right To Play as a partner of choice for our donors.

WHAT YOU’LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (accept everyone, make things happen, display courage, demonstrate care and be playful). In addition, we offer a competitive salary and benefits package.

Target Start Date: April 2020
Contract Duration: Permanent/Full-time

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to careers@righttoplay.com and kindly include “Communications Officer – Global Field” and your name in the subject line. Please indicate your salary expectations in the cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted. Shortlisting of applications will begin immediately and interviews may be held before the closing date.

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.
We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory police record check and vulnerable sector screening as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.