

JOB TITLE: CaLP Information and Communications Officer	
DIVISION / DEPARTMENT / LOCATION: International Division, Humanitarian Department, Oxford	JOB FAMILY: Communications
SALARY: £18,690 - £27,480 per annum, gross	LEVEL: D
<p>OXFAM PURPOSE:</p> <p>To work with others to find lasting solutions to poverty and suffering.</p> <p>TEAM PURPOSE:</p> <p>The Cash Learning Partnership (CaLP) is an interagency partnership that promotes the appropriate use of cash transfer programming in emergencies through capacity building, evidence based research and advocacy. Founded in 2006, the CaLP has grown significantly in the past several years and currently includes 14 staff members in headquarters and three regional offices.</p> <p>The CaLP has a steering committee of five member agencies: Save the Children, Action Against Hunger, Norwegian Refugee Council, The British Red Cross and Oxfam GB. The CaLP team is accountable to the Steering Committee but is line managed by Oxfam GB. The CaLP Information and Communication Officer will be Oxford based, and will be accountable to the CaLP Advocacy Coordinator.</p> <p>The CaLP Information and Communications Officer post will be hosted by the food security and livelihoods team in the Humanitarian Department in Oxfam GB, though the Information and Communication Officer will work directly within the CaLP team. The humanitarian food security and livelihoods team works in multiple ways to save lives and livelihoods. These range from directly responding to humanitarian disasters to developing programme strategies and guidelines; from analysing the impact of food crises on poor populations to helping develop and disseminate key advocacy messages.</p> <p>JOB PURPOSE:</p> <p>Develop CaLP communications strategy. Manage CaLP communications activities such as identifying and developing appropriate communication materials for a variety of internal and external stakeholders. Act as the focal point for communication of innovation, lessons learned and success stories to the wider humanitarian sector. Contribute evidence and materials for development and implementation of the advocacy strategy. Oversee the development of the Cash Atlas and action the data collection strategy. Plan and manage implementation of dissemination strategies for CaLP materials (including research, training materials, etc).</p>	
<p>REPORTING LINES:</p> <p><u>Post holder reports to:</u> CaLP Advocacy Coordinator</p> <p><u>Staff reporting to this post:</u> CaLP Digital Communications & Reporting Officer; potential consultants and volunteers.</p>	
BUDGET RESPONSIBILITY: Yes	
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Manages own workload without close supervision and works independently on problem solving on routine issues/problems. • Provides creative/innovative solutions to routine problems/tasks and projects. • Forward planning and management of small projects or elements of large projects. • Draw from a number of information sources to inform donors, staff, volunteers and members of the public. 	

- Providing advice on appropriate communications skills across the organisation.
- May involve supervision and guidance of assistants or volunteers.

KEY RESPONSIBILITIES:

- Develop and implement the CaLP's communication strategy with the Digital Communications & Reporting Officer.
- Ensure relevant communications materials are developed and maintained up to date.
- Document and share lessons learnt and success stories related to CaLP and cash community of practice activities to improve humanitarian response strategy across the sector.
- Advise and support communications from the CaLP regional focal points and communications relating to CaLP capacity building and research activities and provide oversight on communications maintained by Digital Communications & Reporting Officer, to ensure consistency in quality, content, and donor visibility.
- Manage the Cash Atlas development; update and implement the data collection strategy
- Facilitate sharing of information through support to annual learning events, dissemination events, etc.
- Work with the CaLP Advocacy Coordinator to develop a coordinated communications and advocacy work plan
- Report on communications activities in relation to donor budgets.
- Travel to regional offices or field as required to support regional focal points or for documentation purposes.

SKILLS AND COMPETENCE:

Essential

- Excellent written and verbal communication skills in English and French.
- Substantial experience of working in a communications role, preferably in a humanitarian or development context.
- Experience at producing various types of written communication, particularly PowerPoint, one-page memos, 10-page case studies, amongst others.
- Excellent interpersonal skills, together with the ability to remain calm under pressure and not lose sight of strategic priorities.
- Ability to articulate complex and sometimes competing ideas and experiences simply.
- Good multi-tasking and prioritising skills with proven project management and time management skills.
- Ability to provide creative and innovative advice on communications specific matters.
- Evidence of sound judgement and proven decision making capability working with significant levels of autonomy.
- Ability to work both in a team and independently; ability to take initiative and respond to a wide variety of demands relating to the CaLP work.
- Good influencing and negotiating skills, and an ability to lead and develop others.

Desirable

- Written and verbal communication skills in Spanish and/or Arabic.
- Geographic Information System skills.

OTHER:

This job profile is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification, as it may be varied from time to time in light of strategic developments following discussion with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate achievements of the key responsibilities in accordance with the Performance Review process.

Date of issue: January 2014