

TERMS OF REFERENCE

JOB TITLE: Communications Coordinator – Women’s Economic Empowerment and Care (WE-Care)		
DIVISION / DEPARTMENT / LOCATION: PSIT/ID Oxford		JOB FAMILY: Communications
SALARY: £29,540 to £36,810 (Full Time Equivalent)	LEVEL: C	DATES: Sept 2014 (for 18 months)
<p>OXFAM PURPOSE: To work with others to find lasting solutions to poverty and suffering</p> <p>TEAM PURPOSE: The purpose of the Programme Strategy and Impact Team (PSIT) is to link learning of global trends with internal programme experience to inform and influence Programme direction and support programme quality and Oxfam’s wider agenda of change. Two of the key initiatives led by this team are Oxfam’s Enterprise Development Programme (EDP) and Oxfam’s Gendered and Enterprise Market (GEM) Programme, which seek to promote women’s empowerment and market- and enterprise-based approaches to development .</p> <p>JOB PURPOSE: To support communications of the Women’s Economic Empowerment and Care (WE-Care) programme by designing and delivering high quality communications materials and reports, compiling findings and learning, and managing the on-line content and community of practice for the project in coordination with Oxfam’s wider Knowledge Hub on women’s economic empowerment.</p>		
<p>REPORTING LINES: Post-holder reports to: Programme Coordinator – WE-Care</p> <p>Staff reporting to this post: None</p>		
BUDGET RESPONSIBILITY: None		
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Managing the online content and ensure active participation of the staff and partners involved in the project • Management of (communication) projects and events ensuring deadlines are met • Compiling project results and communicating complex information to a wide audience. • Facilitating and/or managing external communications • Decision-making requires significant levels of judgement based on technical experience. • Producing communication products to support influencing and programme design, for practitioners, public and private sector actors and donor audiences • Solving problems, which vary from routine to some complex ones; and making sound judgements using a good understanding of the team, the programme strategy and the facilities of the team. • Communicating with Oxfam staff across countries and affiliates. 		
<p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • To coordinate the development of learning and communication materials for internal and external audiences • To support the WE-Care Programme Manager in the planning, materials and presentations for on-line training and learning seminars (webinars). • To maintain regular communications with the staff implementing various components of the project, receiving and compiling their reporting, and responding orally and in writing to enquiries from staff, supporters and external actors. • To maintain information on intranet and website, and support production of infographics, videos and case studies. • To promote discussion with the WEE on-line community to spread understanding of the WE-Care project and unpaid care issues more generally. 		

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- To commission blog contributions from staff and partners at country, regional and headquarters to prepare blogs on key themes, and cross-post blogs from other sites and communities.
- To work with colleagues across Oxfam affiliates to develop and promote content through appropriate channels and media (such as monthly newsletters, staff of the month feature, linked in)
- To contribute to the design, planning and coordination of internal and external events (face-to-face or virtual) to share learning and influence development actors, and government and private sector officials.
- To support the WE-Care Programme Manager in preparing donor reports and deliverables, and to support the development of fundraising materials.

SKILLS AND COMPETENCE :

E= Essential, D= Highly desirable

- Communication specialist with oral and written skills, demonstrated ability to communicate to varied audiences (E)
- Expert knowledge of relevant communications environment in NGO sector (E).
- Experience working on gender equality issues in development (D) and demonstrated ability to effectively communicate issues of women's rights to a range of audiences (E)
- Demonstrable ability to work independently, organise work effectively, co-ordinate activities in line with deadlines (E).
- Ability to carry out the project management of communication products requiring engagement of multiple parties (E)
- Ability to acquire knowledge about a subject rapidly and communicate it to a wide range of audiences (E).
- Good interpersonal skills and proven experience in team working (E).
- Proven experience of supporting others and providing good customer service (E).
- Experience of using a range of design and communications software packages, including online content management and collaboration tools, web 2.0 and e-learning (E),
- Must be able to speak and write English fluently (E). Basic Spanish or other of the languages of the countries implementing the project components (D).
- Aligned with Oxfam's values and ability to work on global issues with sensitivity towards cultural and political issues (D)

OTHER:

Date of issue: 03/07/2014