GRANTEE COMMUNICATIONS ADVISOR

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| JOB DETAILS | | | |
| **LOCATION:** Preferably in the Regional Management Unit (RMU) in Senegal, Dakar or remotely in a Country with an Oxfam presence. | **CONTRACT TYPE:** Fixed term contract with possibility for extension depending on availability of funding. | | |
| **INTERNAL JOB GRADE: TBC** | **DEPARTMENT and TEAM**  ***Education Out Loud (EOL) West and Central Africa Regional Management Unit*** | | |
| **Travel:** | **Will involve travel within the EOL regions – Approx. 5 to 8 weeks/ year** | | |
| **SALARY: TBD** | **HOURS (FTE) Full time [as per Oxfam CO policy]** | | |
| **FLEXIBLE WORKING**  *‘* | | | |
| **COMMITMENT TO DIVERSITY AND INCLUSION**  We are committed to ensuring diversity and gender equality within our organization. | | | |
| **About Oxfam:** Oxfam is an international confederation of 21 organizations (affiliates) working together with partners and local communities in about 70 countries to fight inequality and beat poverty and injustice. That means we tackle the inequality that keeps people poor. Our work is underpinned by the following core values: Empowerment, Accountability, Equality, Solidarity, Courage, Inclusiveness. Oxfam Denmark is one of the members of the Oxfam confederation.  **EOL PROGRAMME PURPOSE:** The Education Out Loud Funding (EOL) mechanism was approved for establishment by the Global Partnership for Education (GPE) in December 2017 and Oxfam Denmark was appointed grant agent in 2019 when implementation began. In 2022 the programme was approved for an extension phase running from 2024-2027. The Goal of the EOL mechanism is to contribute to promotion of inclusive, gender responsive and equitable national education policies and systems through enhanced civil society capacities and participation in social accountability and policy advocacy processes. As such it aims to support both education networks (including national education coalitions) as well as other civil society organisations working in areas such as tax justice, citizens engagement in social accountability and fiscal transparency and community mobilisation for improved education systems. Further information is provided at [www.educationoutloud.org/](http://www.educationoutloud.org/).  Oxfam Denmark Grant Agent role is implemented primarily through a Global Management Unit (GMU) based in Copenhagen, and four Regional Management Units (RMUs) in Africa (2), Asia Pacific and Latin America. Each RMU is led by a Regional Programme Manager providing oversight of day-to-day operations across countries in the region, including management of staff, provision of technical advice, and quality assurance of reporting across the entire region, among others.  **TEAM PURPOSE:** The Regional Management Unit teams based in Dakar, Senegal; Kathmandu, Nepal; Kampala, Uganda; and Guatemala City, Guatemala, aim to provide effective oversight in the implementation of the EOL Programme in the regions.  **JOB PURPOSE:** The Grantee Communications Advisor is an integral part of the Regional Management Unit. The incumbent coordinates all communications initiatives across the four EOL Regional Management Units (RMUs). The position will provide technical support to civil society organizations in developing impactful communication initiatives that contribute to achievement of EOL objectives. The position will also be required to contribute to promoting a learning culture and agenda through engagement with regional learning partners and other EOL staff. | | | |
| **ROLE REPORTS TO** | Regional Programme Manager.  Matrix management relationships with the Global Communications Advisor | | |
| **ROLES REPORTING TO THIS POST** | None | | |
| **BUDGET RESPONSIBILITY** | N/A | | |
| **KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)**  **Technical**   * Build the capacity of grantees on all aspects of communication, providing advice, guidance and training to ensure consistent, quality communication activities that deliver the desired impact. This will be done with global or regional learning partners where appropriate. * Help develop effective communications strategies to increase the visibility of grantees supported by EOL. * Supporting grantees in preparing a diverse range of information products (including audio/visual communications) in line with grantees communication plans and budgets. * Providing advice and expertise to grantees and when relevant to EOL colleagues on how to enhance grantee visibility and communication efforts. * Supporting grantees in preparing communications and advocacy material including advice on how to enhance effectiveness and outreach of newsletters, reports and promotional materials. * Evaluating results and impact of grantee communications activities, reports on developments, trends and attitudes regarding the grantees work. Establish metrics for gauging impact. * Coordinating and supporting grantees communication.   **Leadership**   * Lead the EOL communications efforts and engagements with Grantees * Provide technical advice to the Regional Management Unit (RMU) Teams on matters pertaining to communications. | | | |
| PERSON SPECIFICATION | | | | |
| **Most importantly, every individual working with EOL needs to be able to:**  **Live Oxfam values of INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY (read more about these** [**here**](https://oxfam.box.com/s/yfy4iyac8ulvoc01rkdg51awssv7ie1x)**)**   * **Ensure you commit to our ORGANIZATIONAL ATTRIBUTES (including adhering to the Code of Conduct):** | | | | |
| **1. Be committed to Oxfam** [**feminist principles**](https://compass.oxfam.org/communities/gender-justice/wiki/feminism-practice)**, and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity.** | | **2. Be committed to undertaking Oxfam’s safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.** | |
| EXPERIENCE, KNOWLEDGE & COMPETENCIES | | |
| **ESSENTIAL**   * Advanced University degree in Journalism, Public Relations, Communications or other relevant fields, or First University degree with five years of related communications work experience and/or training/courses. * A minimum of 7 years’ experience working with multi-country communications programs in INGO environment, preferably in Education sector. * Experience in planning, organizing, and implementing communications and outreach campaigns targeting decision makers in government, donor and other organizations. * Experience in capacity building. * Strong communication skills both traditional and through different social media platforms skills * Ability to speak, read and write in English and French. * Highly developed cultural awareness and ability to work well in an environment with people from diverse backgrounds and cultures. | | |
| **Desirable**   * Ability to speak, read and write in Arabic, Spanish and/or Portuguese. * Highly developed interpersonal and communication skills including influencing and negotiation skills. * Demonstrated past ability and experience working with civil society organisations in cross-regional contexts. * Demonstrable experience working with an adaptive management approach, and an understanding of the challenges and opportunities. | | |

**SAFER RECRUITMENT:** Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.