



**SOUTH
SOUTH
NORTH**
TOWARDS CLIMATE RESILIENCE

TERMS OF REFERENCE

Position Title: Communications Officer at the Global Resilience Partnership

Duration: Full time (1year FTC) with the possibility of renewal

Salary: USD \$2,800 to \$3,300 per month

Start date: 1 October 2021

About The Global Resilience Partnership (GRP)

The Global Resilience Partnership (GRP) is a diverse partnership of more than 60 organisations joining forces to build a resilient future where vulnerable people and places are able to thrive in the face of shocks, uncertainty and change. GRP believes that resilience underpins sustainable development in an increasingly unpredictable world. By bringing together a broad range of actors from different organisations and sectors, GRP creates a platform for sharing best practices and promoting learning from each other. For more information on GRP, see <http://www.globalresiliencepartnership.org/>

About SouthSouthNorth

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. SSN leads the Climate and Development Knowledge Network (CDKN), which works to enhance the quality of life for the poorest and most vulnerable to climate change. For more information on SSN see <https://southsouthnorth.org/>, and on CDKN see <https://cdkn.org/>

Role Summary:

GRP and SSN are hiring a Communications Officer who will work as part of the GRP Secretariat. The GRP Secretariat is a small, diverse international team that convenes and catalyses actions by the Partners and implements specific activities on behalf of the Partnership. The Communications Officer will be hosted by SSN/CDKN and based in Cape Town, Nairobi or Addis Ababa. **This is an internationally recruited position.**

The Communications Officer will support GRP's communications activities. This includes managing and maintaining GRP's social media channels, defining GRP's audience on different social platforms, updating the website, producing communications content, ensuring compliance with GRP and donor branding requirements, and coordinating meetings and events. The communications officer will support the implementation of a Resilience Knowledge Coalition (the coalition). The coalition aims to get the best knowledge and practice on resilience used to shape policies, plans and investments to deliver a resilient future. The Communications Officer will work closely with the GRP Secretariat team, primarily with the Partnership and Engagement Officer.

Main responsibilities:

- Manage and develop GRP's social media presence across Twitter, LinkedIn, Instagram, and Facebook
- Develop small-scale campaigns to grow GRP's community on social media and be willing to creatively experiment with new ways to connect GRP's work with new audiences
- Manage social media graphic content such as promo cards, fliers, short videos with Adobe Creative Cloud (or other software)
- Manage production and delivery of promotional campaigns including GRP's newsletter (MailChimp)
- Engage with GRP's Partners to source original content for the GRP website and social media
- Collaborate as needed with the GRP Secretariat team on projects and events that have a social media component, this may include, but is not limited to providing social media toolkits for Partners and events.
- Be prepared to livestream, livetweet and provide other on-site and/or remote communications support for GRP events and GRP Partners' events
- Actively monitor analytics across all social media to track growth and report changes on a quarterly basis
- Provide guidance and monitor compliance with GRP and donor branding requirements
- Collect insights from Google Analytics and reassess communication
- Write and edit news items and blog posts for GRP's website
- Coordinate meetings and events, including GRP's annual Partners Meeting and bi-annual Advisory Council meetings
- Provide ad-hoc communications support if requested in line with other responsibilities and if time permits

Requirements

- Undergraduate or postgraduate degree in a relevant field
- Solid understanding of resilience, sustainable development, and environmental issues
- The ability to write well in English combining clarity, interesting language and attention to detail to ensure that spelling and grammar is correct in each post
- The ability to know the boundaries around what can be communicated, how and to whom
- The ability to be concise and succinctly summarise complex scientific ideas
- Ability to plan and schedule social media posts across all of GRP's social platforms
- Be able to use judgement when it comes to GRP's role and reputation online
- Experience working with CMSs (WordPress)
- Graphic design skills and a good command of Adobe Creative Suite, including document, photo, video, and audio editing skills
- Experience of working in the Global South – especially in Least Developed Countries (LDCs) or Small Island Developing States (SIDS)
- Availability to travel internationally

Assets, but not requirements:

- Experience within the development cooperation sector and/or an international organisation
- Experience of working with and reporting to different funders and donors from the international development field and ideally with USAID and/or Sida funded programs



- Experience working with Search Engine Optimization SEO (e.g. Yoast)
- Experience working with Google analytics

You are:

- A creative individual who is willing to experiment with different forms of communication media
- A self-starter who can manage simultaneous projects
- Adaptive, independent and works well as part of a multi-disciplinary, dispersed and fast-paced team

Management arrangement

- Reports to the GRP Partnership and Engagement Officer

Terms of employment

This is a full-time position with a one year contract that is subject to renewal. GRP strives to be a workplace free from discrimination and with equal opportunities for all.

Contact

For questions please contact Ida Gabrielsson igabrielsson@globalresiliencepartnership.org or Geraldine Kwenda talent@southsouthnorth.org. The recruiting process will start from Monday 12 July and close on Thursday 12 August 2021.

Application

To apply, please complete the Google Form, upload your C.V. and cover letter via the following link: [Communications Officer](#)

GRP is an equal opportunity employer and emphasises the importance of diversity and inclusiveness in the Partnership and the Secretariat. Preference will be given to candidates from the global South.

We look forward to receiving your application!