



## **Job Description**

### **Communications Officer**

Photo: Nifin'Akanga



**OUR VISION** Full attainment of Sexual and Reproductive Health Rights (SRHR) for all.

**OUR MISSION** To be a global leader in supporting grassroots organisations and building stronger, more inclusive movements for SRHR for all, especially in challenging contexts.

## **WE ARE**

- Accessible and responsive to applicants and grantees
- Supportive and flexible in engaging with applicants and grantees
- Open & transparent, committed to making information widely available
- Demand-lead, using grantee feedback & lessons to adapt ways of working
- Results focused, with performance metrics jointly developed with grantees
- Sound management and stewardship of financial resources
- Independent from external policy pressures and guided by our members

**AmplifyChange is a not-for-profit organisation that supports local civil society organisations to advocate for sexual and reproductive health and rights (SRHR)**

## **BACKGROUND**

AmplifyChange makes grants of various sizes and duration to support the work of civil society organisations (CSOs) located in low- and middle-income countries, advocating for improved sexual and reproductive health and rights (SRHR). More information can be found on our website: [www.amplifychange.org](http://www.amplifychange.org)

AmplifyChange registered as an independent entity in early 2020, with a five-year strategy outlining our approach for the future. Since our inception in 2014, AmplifyChange has awarded over 1,300 grants to CSOs working in SRHR, mainly in Sub-Saharan Africa and South Asia, and run 59 funding rounds processing approximately 9,000 eligible applications.

## **OUR VALUES**

While AmplifyChange accepts applications on a competitive basis to make grants accessible to all, our ethos is to support applicants and grantees to succeed, and to facilitate access to longer-term and more predictable funding to well performing groups. AmplifyChange is agile, lean and light touch, without compromising quality and the ability to provide personalised support to our grantees.



# THE ROLE

## JOB CONTEXT

The Communications Officer plays a significant role in the support of the delivery of AmplifyChange's communications strategy. They are key to ensuring that AmplifyChange's key messages and brand are effectively implemented across all of our communications channels. The Communications Officer will report to and work closely with the Communications Manager and in partnership with other teams to support content development for multiple platforms ([AmplifyChange's main website](#) and [AmplifyChange Learn](#), in particular), social media management, and linking and learning opportunities. The Communications Officer will have an appetite to creatively profile and showcase the work of AmplifyChange grantee partners and support knowledge sharing opportunities. While AmplifyChange has an established set of communications channels and methodologies to share our work and the work of our grantee partners, fresh ideas and perspectives are welcomed and encouraged. The Communications Officer will be comfortable working independently and taking initiative but there will be support available from the Communications Manager and other teams where required.

AmplifyChange is a bilingual fund, working in English and French. As this role centres on effective communications across our channels to all our grantees in Africa, South Asia, and the Middle East and North Africa (MENA) regions, a professional level of written French and comfort speaking the language is essential.

This role would be well suited to someone interested in pursuing a career in communications, content development and/or social media management, who has a strong interest in sexual and reproductive health and rights, gender equality, and/or international development.

## MAIN RESPONSIBILITIES

### Publications and campaigns

- With the Communications Manager, develop content calendars for the year in line with costed workplan
- Support in the creative development and execution of cause day campaigns – e.g., 16 Days to end Violence against Women, International Youth Day, etc.
- Work closely with the Communications Manager to develop blogs, impact reports and other external materials
- Support the development of Grantee Stories and case studies, working with grantee partners to identify and write stories of change
- Provide editing, drafting, and reviewing support for content in line with AmplifyChange's tone of voice and language





- Support development of Annual Report and other donor reports, where needed

### **Digital and social media**

- Manage the daily oversight of social media channels (Facebook, Instagram, X/Twitter, LinkedIn)
- Disseminate news and information about AmplifyChange, such as published reports and upcoming funding rounds, through social media channels and Circle (interactive grantee partner platform)
- Create and execute social media campaigns using tools like Metricool and Canva, including developing and drafting content

### **Linking and learning**

- Provide logistical support to AmplifyChange's engagement in external events, both online and physical
- Provide support and creative input into the development of learning materials for AmplifyChange Learn, including written, visual and audio
- Work with grantee partners in the development of content for AmplifyChange Learn
- Support the assessment of learning needs for content development, including through analytics tools where useful
- Support dissemination of content through email management platform (Constant Contact)

### **Support to other teams**

- Work with Learning, Monitoring and Evaluation Specialist to identify and collect data to support website updates, reporting, and impact report development
- Work with Learning and Events Officer to support identification and development of potential learning materials and resources for AmplifyChange Learn and Circle platform
- Support Grants Management and Pamoja teams to identify stories of change and case studies from the overall AmplifyChange grants portfolio

Please be aware that some of the SRHR material you will be required to review as part of your role may be of a distressing and sensitive nature. Relevant support is available in this regard.





## PERSON SPECIFICATION

### Essential:

- Strong copy-editing, proofing, verbal and written communications skills in English
- Demonstrable experience working with social media platforms and support tools (such as Canva) and creating content for these platforms
- Demonstrable experience with blogging, writing reports or articles aimed at communicating key messages, and/or storytelling
- Professional-level spoken and written French
- Values consistent with the mission of AmplifyChange, including pro-choice on abortion and pro-LGBTIQ rights
- Ability to work flexibly, prioritise tasks and requests from multiple diverse internal and external stakeholders
- Comfortable working with a diverse range of stakeholders, including those based in other countries
- Attention to detail and ability to work independently

### Desirable:

- A degree in communications, marketing, or English
- Demonstrable experience with multimedia development, such as videos or podcasts
- Experience using Google Analytics or other analytics tools
- Experience working with or for civil society organisations in Africa or South Asia

## REPORTING AND ORGANISATION

This is a UK based, full time (37.5 hours/week) permanent position, reporting to the Communications Manager. AmplifyChange is based in Bath, and we operate on a hybrid working model. Requests for flexible working arrangements will be considered. We encourage applications from candidates who have experience of implementing projects or advocacy initiatives in countries that are eligible for funding from AmplifyChange. However, we can only accept applications from those with proof of the right to work in the UK. There may be opportunity for international travel as part of this role.

## SALARY AND PACKAGE

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|----------------------------|---|
| <b>Basic Salary range:</b> | £34,000 -36,000 per year                                |
| <b>Holiday:</b>            | 25 days per annum on full time basis plus bank holidays |
| <b>Pension:</b>            | 8% employer contribution                                |
| <b>Life insurance:</b>     | Life Assurance Scheme                                   |
| <b>Benefits:</b>           | Employee Assistance Program & Health cash plan          |







AmplifyChange is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of vulnerable children and adults. All our employees are expected to share this commitment and abide by our Code of Ethics at all times.

Photo: Young and Alive Initiative



 [amplifychange.org](https://amplifychange.org)

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 @amplifyfund

 WeAmplifyChange

