Job Description

WORLD ASSOCIATION OF GIRL GUIDES AND GIRL SCOUTS

Title:	**Communications Officer (Programmes & Partnership)**
Responsible to:	Global Programme Manager
Location	London NW3 or Remote
Responsible for	People: N/A Budget: N/A
Key Working Relationships:	Global Programmes Managers, Strategic Partnerships Team, Member Organisation Communications Manager, WAGGGS website supplier, staff/volunteers at Member Organisations, WAGGGS Volunteers

Fixed Term Contract – Full time for 12-month period (possible extension)

Job Purpose:

The role is to support the communications needs of the global programmes delivered by the WAGGGS Global Programmes Team and the Strategic Partnerships Team that fund and support those programmes. The role will also support the development of WAGGGS global campaigns such as International Women's Day and International Day of the Girl.

WAGGGS delivers a wide range of unique programmes which provide non-formal educational activities, events and advocacy opportunities to girls and young women worldwide. Our mission is to help every girl reach her full potential. These programmes include Free Being Me, Stop the Violence, Surf Smart, the YESS Girls Movement, Plastic Tide Turners and our new Girl-led Action on Climate Change.

As Communications Officer, you will raise the profile and visibility of these programmes, the Member Organisations that deliver them directly to girls and young women and the funding partners (where appropriate) that support them. This will include but not limited to the planning, commissioning, production and coordination of web and media content across both print publications and digital platforms.

You will be responsible for communicating to the Movement about global programmes, as well as identifying and leading external communications opportunities to amplify our global programmes, associated partnerships and global campaigns. Your work will demonstrate value for our partners that include corporates such as Dove and Norton and multinational entities such as UN Women. An exciting and varied role, you will work collaboratively with multiple teams, telling the inspiring stories of our projects' impact around the world.

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Key Responsibilities:

1. Acquire an in-depth knowledge of the content and communications needs of WAGGGS global programmes to create an overarching communications strategy with a defined calendar of activities and objectives. Work closely with the Global Programmes Team, Strategic Partnerships Team and other key stakeholders to build, verify, effectively communicate and then monitor the delivery of this communications strategy.

2. Develop and implement communication plans that are both internal to the Movement and external for programmes and associated partnerships. The aim will be to raise awareness of the programmes' work and impact, generate interest and engagement and amplify where appropriate the partner's involvement.

3. Support the Strategic Partnerships Team new business opportunities to secure new funding partners, providing tailored and innovative approaches to external communications needs that a potential partner may require. At times, this will require working directly with partners to deliver ideas and concepts.

4. As well supporting the Strategic Partnerships Team to engage potential funding partners, the role will support this team with external facing global campaigns, building WAGGGS profile, brand cut through, raising unrestricted funding and attracting potential longer term new partners.

5. Create, summarise, edit and proofread programme documents and presentations. To then facilitate and manage the design process and production of programme publications, including print, online materials in the form of blogs, reports, social media content, multimedia products, posters, and information packets, and other programme documentation.

6. Work with the Global Programmes Team, Member Organisations, volunteers and Girl Guides/Scouts to source inspiring and engaging stories about programme activities, achievements, outputs and impacts.

7. Where required, support Member Organisations in generating appropriate communications materials for national and international audiences.

8. Support the Global Programmes Team to plan and co-deliver sessions for learning and promotion of programme themes and content across the Global Programmes Team and to staff and senior volunteers in other teams

9. Provide communication and media support to prioritised special events/workshops/meetings and conferences.

10. To act as an ambassador on behalf of WAGGGS, creating opportunities to enhance WAGGGS's external profile and reputation amongst key audiences and pursue strategic alliances in line with corporate and business plan objectives.

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This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.

Person Specification

Area:	Essential:	Desirable:
Qualifications:	• Communications/journalism/marketing qualification or qualification by experience. • Good Standard of Education.	
Experience:	• Experience in communications, including developing and implementing a cross department or organisational communications strategy. • Experience of web and social media content development and associated trends. • Experience in project planning. • Experience of preparing engaging and inspiring materials for partnerships and/or fundraising. • Experience in delivering communications plans to an external audience.	• Photography and videography skills. • Experience working in volunteer-led organisations/with volunteers • Experience of working in an international setting and with colleagues based in locations away from your workplace
Skills and Knowledge:	• Excellent MS Office skills. • At least basic skills with design software (such as Adobe) • Self-starter – able to work on own initiative. • Ability to manage varied and complex projects, resolving conflicting priorities. • Ability to build positive relationships with all stakeholders and work with and relate to people at all levels. • Excellent verbal communication skills including presentation skills. • Ability to work with autonomy, meet deadlines and manage competing priorities and solve problems quickly and sensitively and find new solutions.	• Intermediate design skills, including Adobe's creative software (Adobe Illustrator, InDesign, and Photoshop) • Knowledge of Guiding or Scouting. • Demonstrated understanding of the non-profit sector.
Personal Qualities:	• A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage	• Demonstrable commitment to working in partnership with volunteers.

	with girls and young women, either through a professional or personal background. • Highly creative; able to generate innovative approaches that deliver results. • Able to cultivate effective relationships with a wide range of people, based on trust and mutual respect.	
Other Requirements:	• Fluent in spoken and written English.	• Language skills, in particular, French, Spanish or Arabic
Working for WAGGGS:	• Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of Member Driven; Brave; Inclusive; Empowering; Transparent; Professional. • A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage with girls and young women, either through a professional or personal background. • A commitment to delivery of a high-quality service to the national Member Organisations of WAGGGS (in 152 countries), supporting them to be thriving, united and growing.	

Special Notes:

None