

# Campaigns & Communications Officer

## Position Description

<b>Reporting to:</b>	Communications and Advocacy Manager	<b>Work location:</b>	Vanuatu
<b>Department:</b>	Program Development and Quality	<b>Budget holder:</b>	No
<b>Team:</b>	Country Office	<b>Direct reports:</b>	Nil

## Role Purpose

This role will assist in Save the Children Vanuatu’s communications agendas supporting the program teams to develop engaging content that increases the awareness and understanding of Save the Children Vanuatu’s work with key internal and external stakeholders including donors, partners, the media, and the public. This role will act as the point person in the Vanuatu Country Office for campaigns and work closely with the Communications and Advocacy Manager at Save the Children Vanuatu. This role will actively engage with children to raise their voices in these different areas such as:

- Children’s exposure to violence
- Children’s experiences of climate change

These will be done to empower children and young people by supporting strong campaigning and movement building efforts through co-creation of campaigns and communications efforts throughout Save the Children Vanuatu’s diverse programs.

## Key Areas of Accountability

### Campaigns

- Coordinate all in-country aspects of the Vanuatu climate campaign and ensure children’s voices are heard in high quality campaign activities, implemented in line with work plans and timeframes, with support from the Communications and Advocacy Manager, and Save the Children Australia
- Support the co-creation of campaigns with children and youth activists, including Children’s experiences with Climate Change and Children’s exposure to violence in Vanuatu
- Leverage Vanuatu’s role as a Champion Country in the global climate crisis campaign (Generation Hope) to raise the profile of Save the Children’s work in and the impact of climate change on Ni-Vanuatu children and young people to both internal and external audiences globally
- Support Save the Children Project Managers to explore opportunities for Children’s voices to be heard in project designs and implementation
- Build and develop meaningful partnerships with civil society in Vanuatu
- Work according to Save the Children’s organisational values

- Build and explore storytelling opportunities to build understanding of climate and inequality as child rights issues, amplifying children's own campaigning

### Communications and Media

- Support any tasks within the communications workplan as directed by the Communications and Advocacy Manager
- Take lead in reviewing and presenting stories, photos, messaging, fact sheets and multimedia products for Save the Children's key public audience.
- Support the field programme teams in ensuring Save the Children brand and donor requirements are fulfilled for visibility and communications materials
- Work closely with the program teams on graphic design and production of materials for fundraising campaigns and publicity
- Produce other external targeted products on an ad hoc basis as necessary and requested by the PDQ Director
- Implement the social media strategy that communicates the impact of our work and speaks to the Vanuatu and Pacific public, including regularly updating social media platforms
- Ensure that all media messages and engagements are approved by the Line Manager and/or Country Director
- Take lead in media relations and as appropriate establish proactive and beneficial relationship with media houses that can help in advancing children's rights at policy and programme levels as well as identify opportunities to profile Save the Children work
- Ensure that any action undertaken to implement communications or media work in country is compliant with Save the Children's communications and branding standards, and any relevant donors, and has been duly approved by the Country Director or PDQ Director
- Compile and develop Save the Children Vanuatu's newsletters, with support from thematic advisors and project managers as required

### Health and safety requirements

- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace
- Participate in, and contribute to, health and safety awareness and improvements
- Comply with emergency evacuation procedures
- Report all incidents, injuries and potential hazards in a timely manner
- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures

### Child protection and safeguarding requirements

- Safeguard children's rights and act in the best interests of children at all times
- Comply with child safeguarding and protection policies and standards
- Maintain a child safe environment at the workplace
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Not abuse the position of trust that comes with being a part of the Save the Children family

### Security and risk management requirements

- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures

## Person Specification

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### Essential knowledge or experience

- Demonstrated ability to think creatively and strategically to implement communications and campaign strategies
- Demonstrated skills in photography
- Familiar with Microsoft Office and Adobe Cloud applications
- Committed to climate justice and the power of social movements
- Self-motivated and works well under pressure with competing deadlines
- Eager to build the leadership capacity and skills of grassroots movements
- Works productively with diverse groups of people and partners and liaising with authorities
- Great at working remotely to support distributed networks of leaders and groups

### Desirable knowledge or experience

- Experience working on child rights advocacy or campaigning directly with young people, under 18 years of age
- Knowledge of local youth and environmental grassroots organisations and actors
- Knowledge of local government and decision-makers
- Experience working in climate change (activism, adaptation programming, mitigation etc.)

### Required qualifications and/or accreditations

- Qualifications in community organising, communications, political science or equivalent experience

<b>Driver's Licence:</b>	Not required	<b>Travel:</b>	Yes
<b>Working with Children Check:</b>	Required	<b>Assets:</b>	Nil