

# COMMUNICATIONS COORDINATOR JOB DESCRIPTION

**Salary:** Please see our [Global Salary Scales](#) for rates applicable in each country. This role will be paid at the rate for **Grade D** in these scales.

**Location:** Office based or remote working (or a combination of the two) from anywhere ADD has an office (Cambodia, Bangladesh, Uganda, Tanzania, Sudan or UK). Applicants must have a right to work in the country they wish to be based and we generally hire nationals of the country in which we work.

**Reports To:** Individual Giving & Communications Manager

**Contract:** 1-year fixed term contract, full-time (though we are open to considering applications from those who want to work on a part-time or job-share basis)

**As an organisation that works with disability activists in Africa and Asia we are clear that lived experience of disability is hugely important to our mission. Priority for this role will be given to disabled people. We want to see you at your best and so please let us know if there are any adjustments at all that we can make to the recruitment process to ensure that it works for you. We are also committed to ensuring that we continue to review and make adjustments throughout your employment with ADD.**

**We also particularly welcome applications from those who are of Black, Asian, minority ethnic or mixed-race background in recognition of the importance of that lived experience to the core purpose of our work.**

## **About ADD International.**

The movement for disability equality is powered by the vision and courage of disability rights activists. We support organisations of activists in Africa and Asia to fight discrimination and build powerful movements for change.

We want disabled people to have greater access to funding and more power in deciding how this money is used to build powerful movements for positive change. We are working towards becoming a participatory grant maker. Find out more about this process at [add.org.uk/transformation](http://add.org.uk/transformation).

## **Job Purpose.**

The purpose of this role is to support the Individual Giving & Communications Manager and the Director of Funding, Communications & Transformative Partnerships with day-to-day communications responsibilities in line with ADD International's transformation process.

This role will lead on content, our social media channels and fundraising-related communications. This role will also take the lead on launching a new disability rights blog series to centre the voices of activists and leaders that we work with. You will ensure that our brand is upheld and our images and videos are stored and used safely and ethically.

You will provide support to the Individual Giving & Communications Manager to ensure we offer exceptional supporter care through our regular supporter communications, events and compliance to fundraising and communications standards.

You will join the team at an exciting time during which we aim to transform our communications, in line with our broader organisational shift, to centre the voices, agency and leadership of the disability rights activists, leaders and organisations that we partner with. We want to communicate the transformation journey that ADD is moving through and raise the visibility of ADD as an authentic participatory grantmaker. Our communications will be bold, creative, accessible and authentic.

In this role, you will also have an opportunity to input into and shape this new Communications Strategy based on your ideas and experience.

### **Key Responsibilities:**

- Lead on content creation for social media channels, newsletters and print media
- Lead on managing ADD's social media channels in line with our communications objectives; creating and curating engaging content relevant to the disability rights movements, interacting with key audiences, monitoring and reporting on social media analytics and supporting digital campaigns where necessary
- Lead on the development of a blog series written by disability rights activists, leaders and organisation staff in order to centre the voices of the people that we work with
- Lead on stories for fundraising appeals and campaigns
- Support the development of a content pipeline to ensure that we have images and stories available for fundraising materials and supporter communications
- Ensure that our brand is upheld by all staff and partners, providing training and coaching where needed
- Provide communications support for both online and in person fundraising events
- Update our Sharepoint site for internal communications
- Ensure that our communications activities are compliant with sector standards and regulations including the Fundraising Code of Conduct
- Ensure familiarity, and compliance with, ADD's child and vulnerable adult safeguarding policy and undertake training as required. In particular:
- Safeguarding responsibilities:

- Contribute to creating and maintaining an environment (including within ADD) that prevents safeguarding violations and promotes the implementation of ADD's policy
- Report any concerns or suspicions regarding safeguarding violations by an ADD staff member or associated personnel to the appropriate staff member
- Ensure that the way that we collect, store and use images and videos of the people that we work with, is safe and ethical by leading on the implementation of a 'safe communication process' across the organisation

### **Safeguarding level.**

We are committed to ensure we are a safe organisation, delivering safe programmes that ensure we do no harm to people we work with. Our processes ensure all posts are graded, based on interaction with children and vulnerable adults. This post is a **Level 2** post, see outline of all levels below:

- **Level 1** - HQ based, no real direct access to children/vulnerable adults
- **Level 2** - possible access to children/vulnerable adults but unlikely to be alone
- **Level 3** - regular access to children/vulnerable adults including on their own, or lead responsibility for safeguarding within office/location

### **Person Specification:**

Skills & Experience:

- Significant experience of developing accessible and engaging content for a range of channels including Facebook, Twitter and Instagram
- Experience of web editing in Wordpress or similar
- Significant experience of managing social media platforms, and improving reach and engagement metrics
- Experience of writing and editing blogs
- Experience of using Mailchimp, or similar platform, and developing engaging e-communications
- Excellent written and verbal communication skills in English
- An understanding of, shifting power and locally led approaches in the INGO sector and how communications and individual giving campaigns can be more inclusive, accessible, and equitable
- Experience of using SharePoint Communications sites or a willingness to learn
- Strong understanding of the importance of ethical communications, consent and the safe storage and usage of images
- Experience of working within a remote and global team

Personal attributes:

- Lived experience of disability is highly desirable
- Contextual experience of the disability rights movement in Africa and/or Asia
- Commitment to and understanding of the Social Model of Disability and a rights-based approach to development
- Demonstrated commitment to anti-ableist and anti-racist practice
- Creativity and innovation
- Ability to work within a small team of people and to adapt to a changing work schedule
- An ability to manage multiple priorities and ensure deadlines are met
- A professional, positive and accountable approach to all areas of work with the desire and commitment to continuously improve

### How to apply

Interested applicants should send the following attachments by email:

- Your **CV** (max 3 pages)
- Your **answers to the below 3 questions** (maximum 1,000 words)
- Completed [equal opportunities form](#)
- The names, contact numbers and addresses of **2 referees** (please state if you are not happy for them to be contacted at this stage)

**Please also send your answers to the following questions** in no more than 1,000 words or in an audio or video recording of no more than 6 minutes. Please note these will be anonymised and reviewed before we look at the CVs of candidates (so please send as a separate document and do not include your name). Audio/video recordings will be transcribed before being shared with the recruiting panel to maintain anonymity.

- Why do you want to work for ADD International, in support of disability justice?
- How do you think your current skills and experience would make you a great candidate for the Communications Coordinator role?
- ADD International is transforming how we work, to give more power and resource to disability rights activists and organisations in lower-income countries. How would you hope to support this change through your role?

Please send your application to: [recruitment@add.org.uk](mailto:recruitment@add.org.uk) by the closing date specified below.

If you need an accessible format, please contact [recruitment@add.org.uk](mailto:recruitment@add.org.uk) and specify which format you require.

- Application deadline: 24 May
- Interviews will be held online on 5/6 June

**Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.**

**Equal opportunities.**

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Persons with disabilities are strongly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all persons with disabilities who meet the minimum criteria. For more information on this please see our [Equal Opportunities Policy](#).

**Safeguarding.**

The nature of ADD's work is as an ally to the global disability movement promoting the rights of all people with disabilities. It does mean that our staff, consultants, trustees and volunteers may come into contact with children and vulnerable adults in some capacity or another. ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environment for all of our people to work and volunteer, as well as for those we come into contact with through our work.

This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially.

For more information on this please see the [safeguarding pages](#) on our website.

**Data protection.**

ADD International is aware of its obligations under the General Data Protection Regulation (GDPR) and the UK Data Protection Bill and is committed to processing your data securely and transparently. For more information on this please see our ['Job Applicant Privacy Notice'](#).

Due to the nature of our roles, interacting with staff in our different country programmes, staff from our overseas offices are often involved in the recruitment process. This requires us to send applications (and therefore personal data) outside of the EU. By applying for this role, you are indicating your permission for ADD to send your personal data outside the EU.