

Job description

Job Title:	Communications Officer
Location:	London
Reports to:	Senior Communications Officer (Geneva)
Responsible for:	None
Job Purpose: To support the Senior Communications Officer with communications and marketing to raise the profile of and engagement with the CHS Alliance and the CHS amongst members and the wider sector.	
Main Responsibilities: <ol style="list-style-type: none"> 1. Actively promote the use, application and measurement of the CHS in all fora with CHS Alliance members and the wider sector. 2. Day-to-day web management of CHS Alliance and CHS websites including liaising with developers and designers as necessary. 3. Develop and deliver a range of printed and online communications materials including liaising with content contributors, designers, printers, translators and photographers as necessary. 4. Write and edit content for print and online publication. This includes blogs, news pieces, web pages, case studies. 5. Develop and deliver social media strategies to increase audience reach and engagement with Alliance activities. 6. Day-to-day management of social media channels. 7. Manage email campaigns including newsletter, membership communications and direct marketing mailouts. 8. Promote events, services and outputs through email, web, social media and other means. 9. Support the Senior Communications Officer with communications, brand and website development and strategy for CHS and the Alliance. 10. Support colleagues on communication and marketing for their work areas (e.g. fundraising training, events, policy, advocacy and learning). 11. Management of a communications library of assets (photos, videos and written materials). 12. Manage translation of CHS and other documents into key languages 	

13. Build and maintain relationships with internal and external partners including colleagues across teams, members, media, sector partners and institutional and corporate donors

Tasks for all CHS Alliance employees:

- 14. Manage a portfolio of members
- 15. Support and participate in a centre of excellence, network or community of practice

Key Contacts:

Internal: Senior Communications Officer, and colleagues across all teams working on fundraising, events, policy, advocacy and learning.

External: members, media, sector partners, corporate partners, suppliers

Person Specification

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • University degree in Communications, Marketing or related field (or equivalent professional qualification). • Commitment to the CHS Alliance’s vision, mission and objectives. 	
Experience:	<ul style="list-style-type: none"> • Media, PR or communications experience • Managing social media channels and developing strategies that increase engagement with target audiences • Website management within a CMS • Developing mass email campaigns in MailChimp or similar platform • Managing relationships with suppliers including designers, printers, translators, web developers etc. • Coordinating delivery of content including blogs and publications 	<ul style="list-style-type: none"> • Experience in a membership organisation • Experience working with non-profit organisations. • Experience in the humanitarian sector and appreciation of the needs of Alliance members and more generally the application of quality & accountability standards and codes of good practice. • Working with stakeholders at all organisational levels and across countries • Delivering results in a small organisation

Knowledge:	<ul style="list-style-type: none"> • Basic HTML and CSS coding 	<ul style="list-style-type: none"> • A good knowledge of French is an advantage; reading and writing in Spanish or Arabic is an asset. • Knowledge of the Core Humanitarian Standard (CHS) as well as quality and accountability issues in the humanitarian sector • Knowledge of human resources issues
Skills:	<ul style="list-style-type: none"> • Advanced written and spoken English skills including editing • Proficiency with Adobe Creative Suite, particularly PhotoShop and InDesign • Video skills including production and editing • CRM database maintenance • Adaptability and problem solving • Flexibility, creativity and effectiveness in working collaboratively in a small multicultural team. 	
<p>Terms and conditions:</p> <p>Competitive salary</p> <p>Location: London, United Kingdom. Please note that only persons with the right to work in the UK are able to apply.</p> <p>Contract type: Open-ended</p> <p>Start date: ASAP</p>		
<p>How to apply:</p> <p>Interested candidates should submit their applications by email to: recruitment@chsalliance.org Applications shall include a CV and a motivation letter. Please mention <i>your name and the vacancy reference</i> in the subject line.</p> <p>Deadline for applications: Friday, 25 November 2016</p>		