

## Terms of Reference

<b>Consultancy:</b>	<b>Website content writing&amp; editing</b>
<b>Location:</b>	<b>Geneva/home based</b>
<b>Reports to:</b>	<b>Senior Communications Officer</b>
<b>Responsible for:</b>	<b>Website content writing &amp; editing</b>
<b>Period of the contract</b>	<b>From mid-November to end of December 2018, with possibility of extension.</b>
<p><b>Job Purpose:</b> Write, edit, update and proof-read content of CHS Alliance’s website (www.chsalliance.org) in view of its migration to a new website in February 2019.</p>	
<p><b>Main Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Review, edit, update, harmonise and improve existing content - approximately 20,000 words - in line with CHS Alliance’s messaging to enable migration to a new website by January 2019;</li> <li>• Write and edit new content for webpages, in line with CHS Alliance’s messaging;</li> <li>• Support communications team to develop and publish an internal style guide and guidelines for writing for the web;</li> <li>• Ensure consistency of style, branding, messaging and clarity of thought across all webpages on the new website.</li> </ul>	
<p><b>Proprietary rights:</b> outputs delivered under this consultancy contract will remain the property of the CHS Alliance.</p>	
<p><b>Key Contacts:</b></p> <p><b>Senior Communications Officer &amp; Communications Officer</b></p>	

## Person Specification

	Essential	Desirable
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Degree in Journalism or Communications - or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>Completion of similar editorial projects in humanitarian/development sectors</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Demonstrated experience in editing and proofreading similar web content.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in writing about matters related to humanitarian/development issues.</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Native-level English</li> <li>Excellent grammar and spelling</li> </ul>	
<b>Skills/aptitude:</b>	<ul style="list-style-type: none"> <li>Availability &amp; reactivity</li> <li>Listening skills</li> <li>Flexibility</li> <li>Attention to detail</li> </ul>	

### Application requirements

This application is open for individuals and companies. Candidates should provide the following:

- CV or equivalent;
- Copy of catalogue or samples of web-related editorial work;
- Flat-rate fee based on average of ten working days.

Please, send your application to [avaessen@chsalliance.org](mailto:avaessen@chsalliance.org) with a subject line indicating **“Website content writing & editing”** no later than **Monday, 12th November**.