



Communications and Advocacy Job Description

Introduction

Youth Network for Community and Sustainable Development (YNCSD)

We are the leading advocacy group of all youth bodies working to end all forms of violence against women and girls including harmful traditional practices in Nigeria. The Youth Network for Community and Sustainable Development is a movement catalyzing social change by engaging young people and amplifying their voices to speak for Human Rights, through targeted advocacy to key players, capacity building and development, communications and media engagements, Partnerships and program implementation. We also work on other Sexual and Reproductive Health and Rights issues, Governance and Environment.

Main Purpose of the Job

YNCSD is seeking to hire a Communications and Advocacy officer who will work on a new Project Integrating Sexual and Reproductive Information and Resources for Sustained Efforts to empower Nigerian Girls (Project INSPIRE). The project aims to improve the safe access of abortion services at the focal states where we would be implementing using a robust advocacy approach. The Comms & Advocacy Officer will be expected to translate the projects achievements into story formats through articles, blog posts, picture stories etc. for the public consumption through our website and social media handles.

The Communications and Advocacy officer is expected to develop, organise and execute a wide range of activities to influence policy according to the scope of our programmes, and specific results-oriented projects. S/he will build policy capacity of our offices and advice on project implementation. S/he will carry out policy analysis and the writing of position statements of our organisation.

Together with leading technical staff, s/he will play an active role in networking, lobbying and representing the organisation in a wide range of policy issues at events, conventions and media opportunities. S/he will be able to integrate communication tools and channels in her/his work.

YNCSD seeks an Officer who possess good communications skills set and assists in a range of tasks including writing, formatting, copyediting, proofreading, social media, and designing and producing routine products and deliverables (e.g. technical reports, PowerPoint presentations, handouts, invitations, and flyers).

Main responsibilities

- Take the lead in organising media outreach; arranges all media contacts, press briefings, and interviews; provides talking points and other materials as needed for senior staff; responds to media inquiries quickly and effectively.
- Facilitate and guide our institutional advocacy strategy;
- Facilitate the development of joint advocacy strategies with partners associated networks, partners and other offices of our organisation;
- Develop strategic partnerships with key actors to achieve our policy goals;
- Coordinate production of a diverse range of information products including audio/visual communications, when needed to achieve specific policy goals;
- Ensure timely development of presentations and other advocacy materials and communication media;
- Support and advise the other offices to carry out lobby and advocacy properly;
- Ensure timely development of position papers, policy briefings, presentations and other advocacy materials and communication media;
- Identify key opportunities in the short and long-term in which we can influence policy processes;
- Advise technical staff and the management for meaningful engagement with key actors and institutions
- Assist in planning, writing and managing e-blasts and e-newsletters.
- Update organization website using Wordpress with current events, relevant news, etc.
- Design event/program fliers, graphics and other communications materials and products
- Design and create content for websites and social media platforms
- Update and maintain the Organizations social media presence, including daily monitoring, posting, scheduling and reporting Facebook updates
- Manage editorial and event calendars
- Collaborate with staff on new ideas, directions, and tools for marketing and communications.

Profile of the candidate

The Communications and Advocacy officer should have experience in formulating and implementing organisational policy strategies. S/he must demonstrate a commitment to the cause either through previous jobs experiences or any other activities related to our mission. S/he is proactive, creative, outspoken, and optimistic with interest in sustainable development and a passion for making a difference, with a preference for achieving outcomes in collaboration with others. S/he has a results-oriented approach and proposes ways to innovate and continuously improve our communications products, practices, channels and messaging.

Essential skills and experience

Essential:

- Completed or working toward a University degree , preferably in a related field (e.g., English, Marketing/Communications, Advertising or Public Relations)
- At least 4 years working experience;
- Demonstrable experience and achievements working in and advocating towards Adolescents SRHR and GBV;
- Track record in policy analysis, writing and editing articles, website content, reports and press releases;
- Experience working in for Non- Governmental Organisations (National or International).
- Ability to quickly understand and absorb new topics, issues and disciplines and distil relevant advocacy strategies from them;
- Experience in stakeholder mapping and strategizing according to policy objectives of different projects;
- Ability to deliver oral presentations to various audiences;
- Excellent communication and project management skills; team player and facilitator;
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe InDesign and Photoshop highly desired.
- Knowledge of HTML, website content management and graphic design a plus
- Possess excellent written and oral communication and interpersonal skills
- Genuine enthusiasm for creating compelling communications materials to support a wide range of current and anticipated programmes.
- Excellent command of written and spoken English
- Knowledge on Sexual Reproductive Health and Rights (SRHR) landscape in Nigeria, especially on adolescents SRHR.

Job offer:

- Reporting to: Programme Manager
- Part-time: 40 hours per week (Fulltime 8 hours per day)
- Salary scale: to be negotiated
- Contract duration: 6 months contract with the intention of extension.
- Location: Head Office in Abuja.
- Start date: a.s.a.p.

How to apply

To apply for the post, please send a letter of application stating your motivation and the skills that you would bring to this specific post along with your resume /CV by email

to o.ojimadu@yncsd.org on or before 8th August 2019. Documents must be in English, stated "C&A Officer" in the email subject line.