



GIRLS NOT BRIDES

The Global Partnership
to End Child Marriage

Head of Communications – Job Description

Location: London, UK

Salary and benefits: Competitive salary, based on experience, and attractive benefits and pension package

Overview

The Head of Communications is a senior position at *Girls Not Brides*, providing leadership on all aspects of communications for the partnership. Part of the management team, the Head of Communications reports to the Executive Director, and manages two communications staff. Core objectives for the role are to develop communications strategies and harness the expertise, talents and resources of *Girls Not Brides* members to further *Girls Not Brides'* objectives and help drive the global movement to bring an end to child marriage around the world.

The Head of Communications will be expected to deliver successful digital and news media strategies, creative input to the planning of global meetings and events, effective messaging, innovative approaches to foster member collaboration, high level advice and support to colleagues, trustees, champions, and other advocates. Driven by a belief in the power of partnership, the Head of Communication will be able to engage and empower *Girls Not Brides* members, with humility and sensitivity. Excellent English language writing skills are essential; willingness to travel, and spoken and written French are highly desirable.

Main Duties and responsibilities

Communications leadership

- Lead the development and implementation of effective, high quality communications and media strategies in line with *Girls Not Brides* values and organisational objectives.
- Develop and ensure consistent messaging for *Girls Not Brides* leadership, secretariat team and the broader Partnership.
- Manage the communications team (Communications Officer, Digital and Content Editor and interns), including professional development and growth.
- Oversee the management of *Girls Not Brides/Filles Pas Epouses* websites, working with the Digital and Content Editor to build social media presence and support for the global campaign, including community management, e-communications and content creation.
- Oversee media outreach at international and national levels, working with the Communications Officer to promote awareness of child marriage and the strategies and resources required to end it.
- Supervise the drafting, editing and distribution of all external communications materials.
- Draft op-eds, speeches, and other high-impact communications materials.
- Commission relevant print, broadcast and online materials for use by partners across different geographies.

- Manage the preparation and editing of Annual Reports and other reporting materials.
- Engage and manage communications consultants and contractors.

Membership communications

- Harness and cultivate the communications expertise, talents and resources of *Girls Not Brides* members to support their global, national and grassroots efforts to end child marriage.
- Provide advice to members and partners developing communications strategies and effective messages at local, national and regional levels.
- Oversee the use of effective tools to facilitate information sharing and communications among the members of the Partnership, including newsletters, website, social media and other tools.

Extending the reach of Girls Not Brides

- Manage communications strategy and outreach around *Girls Not Brides* events and meetings, as well as staff and Trustees' visits to high prevalence and donor countries.
- With the management team, build a global network of spokespersons or 'champions' of *Girls Not Brides* across sectors (including politics, business, grassroots activists and NGOs).
- Provide support and coaching to the Board of Trustees, the Advisory Committee and other champions for media and public appearances as required.
- Contribute to the broader strategic, policy and programmatic work of *Girls Not Brides*.

Requirements

Communications skills and experience

- Demonstrated ability to create, develop and deliver effective communications strategies on global social issues.
- Expertise in creating traditional media content, web content, managing online community engagement and online campaigning.
- Demonstrated ability to develop and manage internal communications.
- Proven experience in working effectively with media contacts worldwide on global social issues.
- Crisis and reputation management experience; maturity and discretion.
- Experience in amplifying the voices of a wide range of stakeholders, including grassroots activists and high-profile figures.
- Excellent writing skills, including a demonstrated ability to write engaging, clear and concise copy.
- A keen eye for accuracy and detail.
- Excellent written and spoken English; fluency in French is highly desirable; proficiency in another relevant language is desirable.

Management and interpersonal qualities

- Excellent interpersonal skills and ability to empower the communications team and other colleagues to deliver high quality, effective and timely messages using conventional and new media platforms.

- Strong management skills including experience managing a team as well as external contractors such as PR companies, web developers, video crews and photographers.
- Willingness to work in a collaborative team and with diverse alliances in different cultural environments.
- Ability to work with sensitivity and diplomacy with a range of stakeholders, including minors and people living in vulnerable situations or insecurity. Ability to respectfully guide spokespersons who may not have had prior experience speaking to the media.
- Ability to work with minimal supervision, meet tight deadlines and juggle multiple priorities.
- Experience working in developing countries or with developing country partners strongly preferred.
- Willingness to travel internationally when necessary, sometimes at short notice.

How to apply

To apply, please send your CV and a brief cover letter demonstrating how you meet the criteria for this position to recruitment@GirlsNotBrides.org by 23:00 GMT on 10 July 2015 clearly stating “Head of Communications” and your name in the subject line. We regret that due to the large number of applications anticipated, only shortlisted candidates will be contacted.