



# Pacific Communications Manager Position Description

<b>Reporting to:</b>	Line Manager: Pacific Regional Director When deployed: Country Director or Team Lead	<b>Work location:</b>	Any location in the Pacific, Australia or NZ
<b>Department:</b>	International Programs	<b>Budget holder:</b>	No
<b>Team:</b>	Pacific Region Division	<b>Direct reports:</b>	Nil, but technical line support to Country Office communications leads and some management of freelancers via Country Offices may be required

### Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

The Pacific Communications Manager is primarily responsible for commissioning, gathering, creating and sharing high-quality, authentic stories and communications materials that are aligned to Save the Children's Pacific Regional Strategy. These products will effectively communicate the programmatic nature and impact of our work in the Pacific, give our key donors visibility, help us scale our work and advocate for children's rights, as well as meet our reporting obligations to our supporters, donors, and government departments.

This role supports and drives the work of our communications staff across the Pacific, creating a strategic, regional direction for comms and guiding the communications staff to achieve this. The role also ensures communications products meet safeguarding requirements and comply with donor requirements.

The position requires some travel. When able to be deployed, approximately 25% of the work time, the Manager will be responsible for gathering high-quality, authentic images, video and stories to effectively communicate the impact of our work with a focus on the Pacific region.

### Here your skills will be valued

#### Role requirements

#### Strategy and planning

- With key stakeholders, manage the development of the Pacific Communications Framework aligned with the Pacific Regional Strategy and implement this.
- Align and support communications plans for large scale institutional-funded projects in the Pacific i.e. GCF and GPE.
- Work with awards teams to develop communication and media budgets for new awards.
- Liaise with institutional donors on the production and supply of key contractual communications requirements.
- Be sensitive to politically volatile situations – represent the best interests of children and the country program to members.



### **Content development and distribution**

- Commission, collect and produce powerful, high-quality content – including interviews, videos, photos, field stories/case studies, factsheets, social media content, blogs and research reports aligned to our regional strategy and which demonstrate the impact of the work of Save the Children and our partners in the Pacific.
- Commission or draft material describing our work including program approaches and partnerships.
- Engage with Pacific communications staff and the SCA Marketing team to promote programmatic stories on key external channels, ensuring correct donor attribution and adherence to consent and safeguarding requirements.
- Work with internal and external stakeholders to ensure content is used and promoted across a range of channels globally to build the profile of Save the Children's programs.

### **Training and liaison**

- Act as a conduit between in-country program staff, Australia-based program teams, Pacific communications staff and Save the Children Australia's Marketing and Media teams based in Australia.
- Guide and support in-country communications staff, and where needed, commission, oversee and/or manage the work of freelancers and national media as required to deliver quality communications products that adhere to Save the Children's consent and safeguarding guidelines.
- Support communication staff in the Pacific to identify gaps and strengthen the communications capacity of program staff in Country and Member Offices.
- Design and deliver training on content gathering with particular attention to Save the Children's stringent Child Safeguarding standards and policies.
- Facilitate community of practice groups, such as the Pacific Communications Hub, to support communications staff across the Pacific and improve the quality and consistency of our communications products.
- Participate in project groups for Red Alert Crises and major campaigns, liaising between Save the Children Australia and the Pacific communications staff to provide timely, high-quality communications content during a disaster or crisis.
- Provide timely and accurate advice to colleagues on branding and visibility related donor compliance and help develop in country branding and marking strategies, including by proofing all formal communications reporting prior to donor submission.

### **Media support**

- Through the Office of the CEO, work closely with Save the Children's Media team to coordinate Pacific stories, opinion pieces and interviews to Australia and Pacific media.
- Identify suitable stories and spokespeople who may be of particular interest to institutional donors for media releases, opinion pieces and other media materials consistent with donor priorities and suitable for an international or domestic media market.
- Arrange field visits for media, interviews, briefings, and photo opportunities in close collaboration with the Save the Children media team and relevant Country Office.
- Provide high-quality communications products to the media team that support visibility of our Pacific programs.
- Utilise up-to-date time sheeting to monitor activities against Award allocations.

### **Health, Safety, Security and Risk Management**

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace.
- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace
- Participate in, and contribute to, health and safety awareness and improvements
- Report all incidents, injuries and potential hazards in a timely manner
- Be aware of, and consider, the risks associated with your team's everyday work and ensure appropriate mitigation measures are applied



- Child protection and safeguarding requirements
- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click here to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

### All roles at Save the Children contribute to our impact for children

At Save the Children and 54 reasons, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

### Here you'll belong

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It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

#### Essential knowledge or experience

- At least three years of media or communications production experience or as a journalist, preferably within the humanitarian or government sector.
- Proven experience bringing a strategic lens to the communications function.
- Photography and videography skills, including editing.
- Proven ability to identify good stories for a range of platforms including Pacific and international media, social media and supporter communications
- Excellent written and verbal communications skills, including supporting colleagues to succeed.
- Ability to work effectively and calmly in a high-pressure environment
- Excellent understanding of institutional audiences and their varying messaging and communication needs
- Initiative, flexibility, efficiency and ability to work independently as well as in a team
- Willingness to travel to insecure environments and stay in basic accommodation
- Innovative with strong ability to adapt to difficult situations
- Outstanding problem solving and decision-making skills
- Ability to apply technical and professional expertise
- Initiative, flexibility, efficiency and ability to work independently as well as in a team
- Experience working in a humanitarian or development context

#### Desirable knowledge or experience

- Language skills in one Pacific language other than English: Pidgin, Tok Pisin, Bislama or Fijian.
- Experience in producing social media for an organisational or brand account
- Experience working in insecure and remote environments.
- Degree in communication, marketing, social media, journalism, or relevant discipline

### Additional Information

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- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above



- Save the Children Australia is an Equal Opportunity Employer

**Driver's Licence:** Required    **Travel:** Required. Up to 25% of the time, the post holder may deploy to humanitarian settings, sometimes remote locations

**Working with Children Check:** Required    **Assets:** Laptop and multimedia equipment