Terms of Reference – Communications and Creative Lead

The Prevention Collaborative works to reduce violence against women and their children (VAW/C) by strengthening the capacity of key actors to deliver effective prevention programmes, based on feminist principles and evidence-and practice-based learning.

We serve the specific needs of practitioners and implementing partners by curating evidence, mentoring organisations, and ensuring that donor funding is channelled wisely.

We are seeking a creative individual to join our team and lead our communications and design portfolio. The Communications and Creative Lead will develop a strategy for putting VAW/C and prevention knowledge into action (KIA) using print, video, and digital mediums, and will build our audience across the VAW/C prevention fields.

The Communications and Creative Lead is a full-time, home-based role. We encourage applicants from Africa, Asia, and Latin America. You will be joining a global team that operates virtually and is deeply committed to the Collaborative’s mission. We operate as a feminist organisation, both in our programmes and in our ways of working. We offer continuous learning within a supportive team environment and the opportunity to take initiative and build your programme area. We are especially interested in candidates with graphics and design expertise who would like to use those skills in their job.

Roles and Responsibilities

Lead Strategy and Manage Communications
Develop and execute a communications strategy including KIA, social media, and external communications
Co-lead with the Evidence and Learning Team the development and implementation of an advocacy/influencing strategy
Develop and manage the production schedule (editing, review, design) of Collaborative related products
Shape and lead the communications and KIA team – including recruiting and managing a pool of contributors such as graphic designers, writers, videographers, etc.
Contribute to the overall Collaborative strategy
Create and manage our communications and design budget
Contribute to fundraising in particular developing templates, stock language, research on contacts, etc.
Work with the communications team to proactively identify opportunities and ensure our digital channels align with our messaging priorities

Put Knowledge into Action
Assist in the creation of digital, video, audio, and print content
Recruit participants into online capacity strengthening courses and other learning opportunities
Support the implementation of the strategy for webinars and virtual coffees
Contribute to the creation of new approaches to KIA, audience and community building

**Develop and promote the Collaborative Brand**
Help expand the audiences for the Collaborative’s offerings
Maintain brand integrity across all platforms
Track engagement across various platforms and make data-driven decisions
Develop and support a strategy for our Associates to engage and influence global/national dialogues
Develop communications materials to promote the Brand
Oversee the management of the Collaborative website

**Required Knowledge Skills and Abilities:**
Degree in communications, design, or development related field or equivalent experience
At least 7 years of communications, publishing, and/or design experience
Demonstrated ability to manage and motivate a team
Exceptional verbal and written communication skills in English
Demonstrated ability to deliver projects on time and within budget
Proven ability to take initiative and work independently within a feminist management structure
Lived experience with racially and other diverse communities
Use programmes such as Mailchimp, WordPress, Google, and creative programmes such as InDesign or Illustrator etc., curiosity to adapt to and learn new technology
Exceptional visual and graphic design skills an asset
Experience in the field of women’s rights or violence against women is an asset

We encourage applicants from Africa, Asia, and Latin America.

**Compensation and Benefits**
This can either be a consulting position or an employment contract.
Compensation relative to experience and our fee ranges.
International travel expected 2-3 times per year for short trips when global conditions are safe.
Flexible hours: Team members join two weekly meetings at 9 am ET but the team is otherwise free to work at the time that gives them energy and makes them effective.
Learning circles: We are curious and invested in constantly learning. We do this together through Monday Learning Circle. We support people to stay current with the latest research and practice.
Well-being: We bring our whole selves to work and practice self and collective care.

To Apply:
Please send a CV and cover letter outlining your experience to r.nyiratunga@prevention-collaborative.org by April 16, 2021.