



PREVENTION COLLABORATIVE

feminist inspired | evidence driven

Terms of Reference

Social Media Content Producer

The Prevention Collaborative are a global network of practitioners, activists, and researchers working to better equip ourselves and others with the vision, knowledge, and skills necessary to end violence against women and their children worldwide. We believe that preventing violence is possible and that knowledge, evidence, and a strong feminist movement will help us get there. The Social Media Content Producer is a highly organised individual with strong audio visual and writing skills. The position sits within the Communications domain but works collaboratively across the organisation.

Responsibilities:

Social media

- Write and schedule social media posts for Facebook, LinkedIn and X (Twitter)
- Develop audio-visual content for social media e.g. graphics, short videos
- Work closely with the Communications Associate to create and deliver social media campaigns
- Collect data on our platforms for analysis purposes
- Manage the social media calendar

Communications

- Develop audio-visual content for courses e.g. infographics, trailers, photos
- Edit photos and video for the website
- Support the team with formatting presentations on PowerPoint and proposals/reports in Microsoft Word
- Support team to manage Trello

Learning:

- Keeping up to date on social media best practice
- Tracking new types of content

Skills and Experience

Essential:

- Five years proven experience of creating multimedia content for social media channels such as LinkedIn, Twitter and Facebook
- Experience in writing and editing engaging digital copy

- Experience of developing content across a range of formats – graphics, videos, stories
- Strong design skills and ability to produce visual assets
- Experience using insight, research and data to develop social media content
- Excellent written and verbal communication skills, with the ability to communicate effectively in a wide range of media and audiences
- Ability to produce high-quality work under deadlines
- Strong IT skills: Proficient in the use of Adobe programmes such as Photoshop, Premiere Pro and InDesign and all Microsoft Office programmes
- A self-starter who is organised to manage workload
- Experience working and/or living in different cultural contexts and geographies.

Desirable:

- Experience in working in the violence prevention / SRH / GBV fields
- Degree in communications or audio-visual production
- Experience in Google environments is an asset.

Reporting to: Communications and Creative Lead

Compensation and Benefits

We recognise the positive value of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

This is a virtual position; looking for candidates located in Africa or South Asia. The time commitment is part-time – 12 days per month (three days per week) depending on the agreement between the successful candidate and the Collaborative.

The selected candidate will be engaged through a consulting contract. The daily rate (which covers salary and benefits including health care, holidays, pension etc) will be relative to the level of effort and experience for this position and aligned with our approach to compensation. The daily rate for this position is \$250.

Flexible hours: This position requires the Content Producer to attend one meeting a week starting at 9 am EST. As this position reports to the Creative and Communications Lead, currently based in London, UK there may be additional meetings, depending on where the candidate is based. The rest of the time can be managed flexibly, with hours that give them energy and make them effective.

Learning Circles: We are curious and invested in constantly learning. We do this together through Monday learning circles. 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, cover letter and link to your portfolio outlining your experience to f.suleiman@prevention-collaborative.org by July 31st. We will review applications as they are received.