



## Job Description

<b>Position Title</b>	<b>: Senior Humanitarian Communications Coordinator (100%)</b>
<b>Location</b>	<b>: CI Secretariat hubs in Geneva, Switzerland or London, UK</b> (alternative locations may be considered where CARE has a presence; the legal ability to hire there and the candidate's possession of necessary work permit)
<b>Supervisor</b>	<b>: CI Global Head of Communications</b>
<b>Direct report</b>	<b>: Global Press Officer</b>

### **BACKGROUND**

CARE International (CI) is among the world's largest international non-governmental humanitarian relief and development Confederations. Drawing on its 75 years of experience, through its 21 Members, Candidates and Affiliate, as both a practitioner and thought leader, CI's work reaches over 100 countries worldwide to save lives, defeat poverty and achieve social justice.

At the core of the Confederation is a small, globally distributed Secretariat, which provides coordination and support to its Members in many areas as governance, strategic planning, communications, membership development and accountability, advocacy, humanitarian response, and program development. In addition, the Secretariat represents the CARE Confederation at the United Nations and the European Union.

### **SUMMARY**

The Senior Humanitarian Communications Coordinator leads the coordination of CARE's global media and external communications work during major complex emergencies. Coordinating our global network of press and content teams across CARE's programmatic regions and fundraising markets, this role is critical to ensuring coordinated, principled and timely responses to some of the world's most challenging humanitarian situations. Leading a small team, the role requires a savvy and strategic media operator with a strong eye for engaging content and first-hand experience of leading communications in complex humanitarian settings in highly networked international aid organisations. Reporting to the Head of Global Communications, this challenging but highly rewarding role would suit an exceptional communicator who embraces diversity and who possesses a creative and collaborative mindset.

### **MAIN AREAS OF RESPONSIBILITY but not limited to:**

- During major, high visibility humanitarian disasters, set up the strategy, systems and procedures required to ensure the timely internal coordination and external positioning of CARE's response
- Regularly engage with regional communications teams to provide tactical and strategic support relating to humanitarian emergencies
- Liaise with UN and INGO peers to engage in joint campaigns and opportunities, and stay abreast of sector-wide trends and approaches
- Develop strong relations with CI Secretariat's advocacy, humanitarian and fundraising teams to shape messaging and approaches for initiatives to maximize their communications value and effectiveness
- Lead the development and media dissemination of global public facing reports and analysis
- Act as a 'bridge builder' connecting and coordinating CARE's press, media and content teams around the world to boost efficiency, message alignment and impact.

- Provide strategic and expert guidance on humanitarian communications practices and innovations across the CARE member network.
- Ensure effective onboarding of new communications staff on CARE's emergency communications approaches, including by providing in country and remote training for staff as required.
- Oversee CARE's global approach to knowledge management and learning, including through the development of an annual training schedule of best practice approaches for colleagues globally.
- Lead the development, socialization and maintenance of relevant global policies, procedures, guidance and training materials as related to emergency communications.
- Support press and media officer to identify and mobilize compelling content and stories to engage global media outlets and elevate CARE's humanitarian response profile.
- Act as a leader and champion of CARE's Global Communications Commitments that promote diversity, inclusion and authenticity of CARE's external and internal communications practices.

Undertake any other duties as required by the Head of Global Communications, including deputizing when necessary.

## REQUIREMENTS

- Bachelor's degree or equivalent combination of education and work experience
- 7+ years' experience in a relevant capacity or field
- Experience of working directly in humanitarian emergency or crisis locations
- Exceptional written and oral communication skills with demonstrated knowledge and understanding of development, humanitarian, and/or humanitarian international law and policy issues
- Fluent spoken and written English. Other core UN languages highly desirable
- Experience of being a media spokesperson in print and broadcast
- Self-starter who is capable of working independently and who understands how their work contributes to the organisations broader goals
- Willingness and capacity for travel 1-3 times per year
- Interest in/passion for CARE's mission and values
- Due to the nature of this role, work outside of 'normal' working hours is often unavoidable

**Main Internal Contacts:** CI - Head of Global Communication; CI-Secretary General, CI Head of Humanitarian; CI Humanitarian Advocacy Coordinator; CI Communications Working Group (COMWG); CI Media Teams; CARE Emergency Group; Country Office staff;

**Main External Contacts:** Journalists and editors; humanitarian communications and advocacy staff of international NGOs and UN agencies.

*We are committed to preventing all unwanted behaviour at work. This includes sexual harassment, exploitation and abuse, and child abuse. We expect everyone who works for us to share this commitment by understanding and working within the CARE Safeguarding Policy and related framework.*

*CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. CARE International reserves the right to seek information from job applicants' current and/or previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer.*

*By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.*

*All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. We will seek at least two references, one of which must be your most recent employer. We participate in the Inter Agency Misconduct Disclosure Scheme and will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement of these checks.*

#### **HOW TO APPLY**

Interested and qualified candidates should submit their **CVs and a covering letter of interest in English to [recruitment@careinternational.org](mailto:recruitment@careinternational.org) by September 9<sup>th</sup>, 2022**. Only short-listed candidates will be contacted.

Only candidates with the relevant work authorization will be considered.

More Information on CARE International is available at [www.care-international.org](http://www.care-international.org).

***CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.***