

Self Help Africa: Communications Officer **(<https://www.activelink.ie/node/112141>)**



Job Title: Communications Officer

Organisation: Self Help Africa (SHA)

Location: Dublin, Ireland

Contract type: 1 year, fixed term

Hours: 37.5 hours per week, Monday to Friday

Reports to: Head of Communications

About Self Help Africa

Self Help Africa is an international development organisation that works through agriculture and Agri-enterprise development to end hunger and extreme poverty. In 2021, Self Help Africa merged with United Purpose, doubling our size.

The organisation now works in 17 programme countries, 15 of these are in sub-Saharan Africa. Subsidiary organisations, 'Self Help Brazil' and 'Self Help Bangladesh' have been created for our programmes in the two countries where we are working outside of Africa.

In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.

Our wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, and CUMO, Malawi's largest micro-finance provider.

Our three core values are:

1. Impact: We are accountable, ambitious and committed to systemic change.
2. Innovation: We are agile, creative and enterprising in an ever-changing world.
3. Community: We are inclusive, honest and have integrity in our relationships.

Job Purpose:

Communications is an important part of the support function within Self Help Africa.

The HQ based communications team has a vacancy at junior level for a talented writer who recognises the value and benefit of storytelling to bring to life, in a relatable way, the work of Self Help Africa.

The new communications officer will be tasked – alongside their communications colleagues – with adapting and presenting content in multiple formats and across multiple platforms, including e-mails, videos, web articles, social posts, press and internal communications channels.

We currently develop, host and maintain websites and social media platforms, produce video content, articles and features, design and produce artwork including annual reports, newsletters, policy documents and materials to support fundraising events, and support the organisation's public facing communications in a range of other ways. Your role will be to contribute to this content creation and presentation.

The communications team also supports the communications and marketing of our fundraising departments in Ireland, UK and USA and provide communications support to country programmes, Development Education and to the activities of a

number of affiliates. The successful applicant will contribute to the goals and objectives of the Communications Department in the above areas.

Key Responsibilities:

- Produce written stories and features, including content for social media, organisational websites and in PR and promotional materials
- Support the management, maintenance and optimisation of organisational websites – using WordPress CMS
- Create compelling video edits using Adobe Premiere Pro for storytelling and promotion.
- Create design resources using Adobe InDesign, Photoshop and Canva -for both web and print
- Support the archiving and storage of content – including images, video content, design resources, published press materials and other.
- The role may occasionally require you to travel – to Africa, to gather content for use in fulfilling the communications remit.
- Assist with the production and delivery of public facing events and activities.

Key Relationships:

Internal

- Communications Team
- Fundraising Teams in Ireland, UK and USA
- Programme Teams in Ireland and the UK
- Development Education
- Overseas country teams

Knowledge, Experience and Other Requirements:

Essential

- Strong proficiency in core communications and media skills – information gathering, interviewing and re-presentation of information in a readable and engaging format.
- Knowledge, understanding and interest in web content creation and content management using WordPress, and an interest and understanding concepts of web design, development, and hosting, including a familiarity with HTML and CSS.
- Strong proficiency in, and experience working with Adobe Creative Suite programmes.
- Third level qualification in media, marketing, or a related discipline.
- Strong organisational and communication skills.
- Ability to work under pressure.
- Commitment to the work of Self Help Africa
- Strong relationship management and teamwork skills.

Desirable

- Knowledge and/or experience of social media marketing, and SEO.

How to Apply:

To apply for this role, please upload your completed application form (available to download from our website), CV and cover letter via the careers page on our website.

Website link: <https://selfhelpafrica.org/ie/communications-officer-3/> (<https://selfhelpafrica.org/ie/communications-officer-3/>)

Only applications submitted via our website will be considered for this role.

The closing date for applications is Wednesday, 27th November 2024 at 5pm.

Any candidate offered a job with Self Help Africa will be expected to sign Self Help Africa's Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the

provisions of these documents.

Specific roles may require Police/DBS/Garda vetting.

Self Help Africa is an Equal Opportunities Employer.

Region

Dublin

Date Entered/Updated

13th Nov, 2024

Expiry Date

27th Nov, 2024

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