

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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<b>Job Title:</b>	<b>Assistant Communications Officer</b>
<b>Division:</b>	<b>Communications Division</b>
<b>Job Grade:</b>	<b>Y (Young Professionals Programme)</b>

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<b>Reports to:</b>	<b>Head of Media</b>
<b>Location:</b>	<b>London, UK</b>

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**Young People in the Commonwealth**

Young people (under 30) constitute more than 60% of the population of the Commonwealth, and the wellbeing and development of this 1.2 billion youth cohort are essential to the success of the Commonwealth and its 53 member states.

The Commonwealth sees young people as assets to their societies, with a proven capability to contribute to and lead change. It is vital to ensure they are developed and empowered to realise their individual potential, and to contribute to their countries' development and the success of the Commonwealth.

Accordingly, under its Young Professional Programme, the Commonwealth reserves a number of junior technical positions for young people.

**Communications Division**

The Communications Division of the Commonwealth Secretariat is responsible for projecting the image of the Commonwealth (and the Commonwealth Secretariat), raising the Commonwealth profile to member governments, the media, specialist groups, young people, and the general public. It does this by a range of strategic communications means, including proactive media relations and public affairs, online outreach through social media, Commonwealth publications and knowledge management.

**Job Summary**

The Assistant Communications Officer is responsible for providing technical and administrative support to the Communications Division. This includes working with the Media and Public Affairs team to deliver strong, dynamic and cutting edge communication about the Commonwealth's work. He/she will work under the supervision of the Head of Media, and in close collaboration with the Communications Adviser and Communications Officers, and with the rest of the Communications team.

**Key Accountabilities**

- Contributes to the Communications Division's strategic direction and operational planning, and thereby the Commonwealth Secretariat four-year Strategic Plan.
- Assists in implementing the Communications Division's strategy by:

- Identifying opportunities in the media and at events to help raise the profile of the Commonwealth;
- Supporting the production of media advisories, press releases, public statements, presentations and speeches;
- Contributing to development of papers, speeches, presentations and talking points for senior staff;
- Conducting research to enhance communications and publicity activity for Commonwealth projects and programmes;
- Assisting with the delivery of press conferences, interviews and events;
- Re-writing technical and official documents in a media-friendly and informative manner;
- Contributing to the content of the Commonwealth website by providing text, photographs, and audio-visual material;
- Monitoring external media coverage of the Commonwealth;
- Assisting with the planning, organising and setting up of media arrangements for public events hosted by the Commonwealth Secretariat;
- Responding to public inquiries about the Commonwealth and Secretariat activities;
- Any other duties that may be assigned by the COM Director or Head of Media.

The work of the Media team will naturally be linked to other aspects of the Division's communications work, including web and social media, promotion of the Commonwealth brand, its publications, and the dissemination of information about the Commonwealth as a knowledge institution.

### **Person Specification**

This role forms part of the Young Professionals Programme (YPP), so to be considered, candidates must be no older than 27 years old at the closing date for applications.

#### **Education**

- A strong Bachelor's degree or equivalent in a relevant discipline, such as media, communications or journalism.

#### **Experience - Essential**

- At least one year of demonstrable work experience in designing and delivering creative, cutting edge, impactful communication concepts and projects. The experience may be gained through a combination of paid employment, volunteer, placement or internship positions.
- Strong knowledge of the latest technologies and the ability to leverage them for communications.

#### **Experience - Desirable**

- It is highly desirable that the candidate will be able to demonstrate experience in one or more of the following areas:
  - Events management.

- Working in a developing country.
- Working in/with Government, intergovernmental or international NGO organisations.

## Skills

- High personal standards of excellence.
- Demonstrated commitment to Commonwealth values.
- Excellent:
  - Verbal and written communication skills in English.
  - Interpersonal skills.
  - Creative thinking and solution building abilities.
  - Analysis and synthesis skills.
  - Strategic thinking and operational planning capabilities.
  - Administrative and organisational abilities, including an eye for detail.
- Numerically literate.
- Technologically savvy.
- Ability to work autonomously and in a team, and in a multi-cultural work environment.
- Demonstrated drive and initiative, a self-starter with a can-do attitude.

## Competencies

<b>Working with Others</b>
<p>Regularly shares information of value with colleagues</p> <p>Shows commitment to delivering on key agreements made to colleagues</p> <p>Makes an effort to view a situation from the other party's perspective as well</p> <p>Demonstrates awareness and sensitivity to colleagues' pressures</p> <p>Develops a wide network, including senior level contacts to facilitate activities and further own knowledge</p> <p>Develops long term relationships across cultures and/or geographical boundaries</p> <p>Uses relationships to identify the best people to help in the completion of tasks</p> <p>Tactfully deals with difficult people to gain buy-in and manage their expectations</p>
<b>Communication</b>
<p>Interacts and communicates effectively with internal/external contacts</p> <p>Ensures information is communicated to all the appropriate people</p> <p>Provides feedback to more senior colleagues effectively, providing justification where necessary</p> <p>Uses the correct method of communication, depending on the message and the audience</p> <p>Anticipates objections in dialogues and prepares convincing responses</p> <p>Writes reports and papers that are succinct accounts of key information</p>
<b>Developing &amp; Applying Professional Expertise</b>
<p>Proactively identifies how to develop specialist knowledge</p> <p>Takes learning from previous experience and applies it appropriately</p> <p>Demonstrates willingness to learn new skills and/or approaches</p>
<b>Respect for Diversity</b>
<p>Works effectively with people from all backgrounds</p> <p>Treats all people with dignity and respect. Treats men and women equally</p> <p>Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making</p> <p>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group</p> <p>Identifies biases in systems &amp; processes</p>
<b>Adhering to Principles and Values</b>
<p>Adapts professional style to suit different situations with different individuals where appropriate</p> <p>Takes ownership of assigned tasks, honours deadlines</p> <p>Ensures timely delivery of outputs within defined cost and quality standard parameters</p>
<b>Adapting and Innovating</b>

Recognises opportunities for improvement and proposes change with impact and effect

Drives forward improvements and innovations within own area of responsibility, adding value where appropriate

Quickly grasps new concepts and how to apply them

Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective

Will effectively reorganise activities when faced with changing contexts and demands

Promotes new ideas that are picked up by senior colleagues

Adapts personal style to meet the needs of others