JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Assistant Programmes Officer (Communications)

Division: Youth Division

Job Grade: Y

Reports to: Head of Research & Policy

Young People in the Commonwealth

Young people (defined as those aged between 15 and 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 52 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.

Youth Division

The Youth Division (YTH) of the Commonwealth Secretariat, delivers the Commonwealth Youth Programme (CYP), working with Commonwealth member governments, youth leaders and youth professionals on the development and implementation of policy and programmes for the empowerment of young people aged 15-29.

YTH focuses on areas of major political, economic and social importance to young people, based on mandates received from Commonwealth Heads of Government Meetings and the Commonwealth Secretariat Strategic Plan.

YTH aims to support member governments, youth leaders and youth professionals to create the optimum enabling environment for young people to participate as equal partners in development and democracy. YTH also facilitates and supports representative youth leaders to build national, regional and pan-Commonwealth networks and have a voice in decision making. As well as stand-alone initiatives, YTH partners with other Commonwealth Secretariat divisions to integrate a youth perspective across all key facets of the Commonwealth (economic, political, human rights etc.).
As part of youth development, the YTH division also integrates the use of Sport for Development and Peace (SDP). The focus of this work is to assist member countries to strengthen the link between sport, development and peace and to advance SDP policy and strategy, with a focus on youth development and empowerment.

**Job Summary**

The Assistant Programmes Officer (Communications) is responsible for providing technical and administrative support to the YTH team, in particular relating to communications programming. This includes bringing a youth lens to engagement with key stakeholders, and ensuring strong, dynamic and cutting edge communications products and approaches are incorporated in YTH programmes. He/she will work under the supervision of the Head of Research & Policy, and in close collaboration with the rest of the YTH team. He/she will also be the YTH liaison with the Communications Division (COM), and provide support to their strategic communication about YTH’s work.

**Key Accountabilities**

- Contributes to the YTH strategic direction, operational planning and programme delivery, especially with respect to communications-related programming and a youth lens, and thereby the Commonwealth Secretariat’s 4-year Strategic Plan.

- Innovates and implements cutting edge communications programming as part of the CYP, including:
  - Maintaining the CYP social media presence with a youth voice (esp. Facebook and Twitter), ensuring regular updates and engagement with target audiences. Includes acting as first point of contact for online programme queries and requests.
  - In collaboration with YTH colleagues, supporting the eight Commonwealth Youth Network Coordinators to develop, implement and maintain effective communications strategies and activities. Includes ensuring cohesion and protecting the Commonwealth brand.
  - Maintaining and managing the [www.yourcommonwealth.org](http://www.yourcommonwealth.org) website, including coordinating, promoting and supporting the work of Commonwealth Correspondents, in collaboration with the site editor.
  - Compiling and disseminating a regular bi-monthly newsletter to key stakeholders regarding the CYP and other youth sector activity. Maintaining and expanding the stakeholder database.
  - Gathering relevant youth-specific data and information that can be used in communications and proposals.
  - Building and maintaining a strong understanding of all CYP programming, to identify ways to enhance and/or showcase the work, and to highlight the contribution of young people to national development in member states.
• Contributing to/managing other programming as required.

• Acts as the YTH liaison to COM, ensuring mutual updates on all relevant matters, including attending COM’s weekly update meetings and ad-hoc meetings.

• Provides first level support to COM’s strategic communication, to help showcase the Commonwealth’s approach to youth development and the CYP, including:
  • Drafting of press releases, blogs, op eds and web stories, and arranging photography and multimedia support, to support promotion of specific programme and research activities.
  • Monitoring the YTH presence on the Secretariat intranet and Commonwealth website, to help ensure up-to-date programme alignment and representation.
  • Identifying and supporting the realisation of opportunities in media and at meetings/events for YTH senior management and Commonwealth young leaders to present or discuss the CYP and the Commonwealth.

• Supports the Research & Policy team by:
  • Providing administrative support, including correspondence, procurement and payments, related to research, policy, partnerships and communications work.
  • Supporting the coordination of meetings, groups, networks, communities and on-line content, and providing administrative support to programme activity such as events, meetings and workshops.
  • Contributing to development of papers, speeches, presentations and talking points for senior YTH staff.
  • Representing the Commonwealth Secretariat in networks, forums and meetings as delegated by the Head of Research & Policy

• Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat’s Gender Equality Policy.

• Performs any other duties that may be required from time to time.

**Person Specification**

**Education**
• A strong bachelor degree or equivalent in a relevant discipline, such as media, communications, journalism, social sciences or arts.
• A relevant post-graduate degree highly desirable.

**Experience - Essential**
• At least one year of demonstrated work experience in designing and delivering creative, cutting edge, impactful communications concepts and projects. The
experience may be gained through a combination of paid employment, volunteer, placement or internship positions.

- Experience in written communication for the public, such as newsletters, articles, blogs, op eds, press releases.
- Strong knowledge of latest technologies and the ability to leverage them for impactful communications.
- Demonstrated experience in stakeholder engagement.

**Experience - Desirable**

- It is highly desirable that the candidate will be able to demonstrate experience in one or more of the following areas:
  - Youth development or youth-led initiatives
  - 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 teams, and in a multi-cultural work environment.
- Demonstrated drive and initiative, a self-starter with a can-do attitude.

**Competencies**

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<th><strong>Respect for Diversity</strong></th>
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<td>Works effectively with people from all backgrounds.</td>
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<td>Treats all people with dignity and respect.</td>
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<td>Treats men and women equally. Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.</td>
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<td>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.</td>
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<th><strong>Working with Others</strong></th>
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Maintains an open, respectful, and professional approach to others
Works as a team to achieve shared objectives
Uses empathy and cultural awareness to facilitate working relationships
Builds rapport with colleagues
Identifies individuals internally within Commonwealth Secretariat and externally to help achieve own objectives

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<th>Developing &amp; Applying Expertise</th>
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<td>Makes attempt to improve knowledge skills and attributes through continued personal development</td>
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<th>Adapting &amp; Innovating</th>
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<td>Adapts to changing circumstances and work demands</td>
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<td>Shows a willingness to proactively take on new challenges and responsibilities</td>
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<td>Considers ways of doing own job better</td>
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<th>Accountability</th>
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<td>Takes ownership of assigned tasks, honours deadlines</td>
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<td>Ensures timely delivery of outputs</td>
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