

JOB AND PERSON DESCRIPTION

Job Title: Communications Adviser

Division: Communications Division

Grade: F

Reports To: Head of Media and Public Affairs

General Information

As the principal intergovernmental organisation of the Commonwealth, the Commonwealth Secretariat implements the collective decisions of its 53 member governments. The Communications Division (COM) is primarily responsible for raising the public profile of the Commonwealth in line with the Secretariat's Strategic Plan. Our principle audiences are member governments, accredited Commonwealth organisations, partner organisations, civil society groups, young people, and the general public. The Communications Division does this mainly through strategic communications, including proactive media outreach and a range of public relations activities.

Job Summary

The Communications Adviser supports COM's management in shaping and developing dynamic communications to help the division to raise the public profile of the Commonwealth. S/he will assist in implementing the Commonwealth Secretariat's strategic communications strategy by advising on and executing communications activities in support of the Secretariat's Strategic Plan. The Communications Adviser also monitors international developments in so far as they affect the Commonwealth, and recommends appropriate interventions.

This role additionally requires the post holder to support the division's editorial outputs, notably writing and contributing to key communications materials. Demonstrable experience in this area is essential.

Task Description

The successful candidate will be responsible for:

- Providing strategic communications advice on any of COM's outputs to raise the profile of the Commonwealth.
- Managing communications for one or more of the Commonwealth Secretariat's thematic work areas. In this role, s/he advises programme divisions on media strategy and takes the lead in framing the communications and profile of the assigned area.

- Providing advice on media strategy and engagement ahead of and during official visits by the Commonwealth Secretary-General to member countries. The officer may also be called upon to accompany the Commonwealth Secretary-General, the Deputy Secretaries-General or Directors on official missions with the aim of providing on-the-ground communications support.
- Collating and re-writing technical and official documents in a media-friendly and informative manner.
- Developing and maintaining contact with key journalists on Commonwealth matters.
- Coordinating and supervising press conferences, media briefings and interviews.
- Drafting statements and other materials to ensure that Commonwealth values are conveyed consistently and coherently.
- Writing and editing press releases, briefing papers and occasionally, speeches.
- Contributing to the content of the Commonwealth Secretariat website by providing text, photographs, and audio-visual material.
- Identifying and facilitating key media slots for senior management and directors to articulate Commonwealth messages.
- Working as part of a team to identify publicity and news angles for the Commonwealth Secretariat programmes and projects.
- Contributing to the public affairs output of the division.
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
- Perform other duties as may be required from time to time.

Person Specification

Education:

A Bachelor's degree or equivalent in communications, journalism, media studies, international affairs or any other appropriate field.

Desirable: Master's degree or equivalent qualification in journalism or other relevant areas or at least 10 years of relevant work experience.

Experience:

At least 10 years of experience as a communications/ media adviser or campaigner with a major global institution or alternatively as a reporter or correspondent in a media organisation. Competency in audio-visual or print journalism.

Desirable: Experience in covering political, parliamentary, social or economic issues; appreciation and knowledge of international development and or diplomatic issues; experience as a press officer or involvement in news management; event management.



Competencies:

Respect for Diversity

Works effectively with people from all backgrounds.
Treats all people with dignity and respect. Treats men and women equally.
Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.
Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.
Identifies biases in systems & processes

Working with Others

Regularly shares information of value with colleagues
Shows commitment to delivering on key agreements made to colleagues
Makes an effort to view a situation from the other party's perspective as well
Demonstrates awareness and sensitivity to colleagues' pressures
Utilises networks to ensure similar goals are achieved collaboratively
Develops long term relationships across cultures and/or geographical boundaries
Uses relationships to identify the best people to help in the completion of tasks
Tactfully deals with difficult people to gain buy-in and manage their expectations

Developing & Applying Expertise

Takes advantage of opportunities to develop an area of expertise
Takes learning from previous experience and applies them appropriately
Demonstrates willingness to learn new skills and/or approaches

Adapting & Innovating

Recognises opportunities for improvement and proposes change with impact and effect
Helps others evaluate and strengthen ideas
Quickly grasps new concepts and how to apply them
Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective inter alia
Will effectively reorganise activities when faced with changing contexts and demands
Welcomes and adapts to new ideas and/or approaches
Adapts personal style to meet the needs of others

Accountability

Takes ownership of assigned tasks, honours deadlines.
Ensures timely delivery of outputs within defined cost and quality standard parameters.

Takes ownership of assigned tasks, honours deadlines (L1)

Ensures timely delivery of outputs (L1)