

JOB AND TASK SPECIFICATION

Job Title: Communications Adviser

Division: Communications Division

Job Grade: G

Reports to: Head of Media Relations, Communications Division

General information

As the principal intergovernmental organisation of the Commonwealth, the Commonwealth Secretariat implements the collective decisions of its 54 member governments. The Communications Division 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 through strategic communications, including proactive media outreach, and a range of public relations activities.

Job summary

The Communications Adviser supports the development and implementation of the Commonwealth Secretariat's communications strategy, engages in proactive media outreach and management and will be expected to act as a spokesperson for the Commonwealth Secretariat when necessary. S/he is expected to provide input on and execute communications proposals identified in the Communication Division's communications strategy in support of the Commonwealth Secretariat's Strategic Plan.

This role will require the post holder to have extensive experience of news management in a busy international setting or equivalent. They will be confident and experienced in the briefing of stories to senior journalists within news outlets and adept at communicating at times of increased pressure and crisis. Additionally, the post holder will be required to support the division's multi-media outputs, notably the development of innovative and quality digital and social media material.

Task description:

- Assisting the Communications Director and Head of Media in managing communications across the Secretariat's thematic work areas. They will also lead in managing specific thematic areas, supporting programme divisions on media strategy and take the lead in framing the communications and profile of the assigned areas.



The Commonwealth

- Proactively engage with all levels of media across Commonwealth member countries, in line with the Communications strategy, acting as spokesperson for Secretariat where required.
- Develop media and engagement strategies ahead of and during official visits by the Commonwealth Secretary-General to member countries. The Communications Adviser will also be called on to accompany the Secretary-General or senior officials on official missions providing on-the-ground communications support including organising press briefings/press conferences as needed.
- Provide advice on the development and implementation of the Commonwealth Secretariat's communications strategy.
- The candidate will have extensive experience of collating and re-writing technical, policy and official documents in a media-friendly and informative manner and as well as producing such documents they will also support other officers to ensure that the teams production of such documents meets the required standard.
- Lead on the proactive identification of multimedia opportunities and contribute to social media outputs to highlight the work of the Commonwealth Secretariat.
- They will be used to Identify and taking ownership of media opportunities and risks, developing media products, strategies and rebuttals to manage them and will be able to offer editorial support and guidance to other team members in this area.
- Offer general support, advice and guidance to other team members in the development and production of materials offering editorial input and expertise.
- Lead in developing and maintaining contact with key journalists on Commonwealth matters and supporting an overall media engagement strategy.
- 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.
- Identifying and facilitating key media opportunities for senior management and directors to articulate Commonwealth messages.
- Support the development and implementation of a strategic public affairs across the Secretariat by producing public affairs material and products.
- Mentoring and coaching communications officer and young professionals and social media officers.
- Participate in out of hours press office cover as part of a rota system.
- Any other duties that may be assigned by the Head of Media Relations or Director of Communications.

Person specification

Education

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

Desirable:

Master's degree or similar post-graduate qualification in journalism or any other relevant field.

Experience

At least Ten years of experience as a reporter or correspondent in a media organisation, and/or in an external communications role, preferably in more than one national context.

Competency in audio-visual or print journalism.

Desirable:

Experience in covering political, parliamentary, social or economic issues; appreciation and knowledge of international and or diplomatic issues; experience as a press spokesperson or involvement in news 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

Demonstrates leadership in the team and supports junior colleagues in the development of their skills.

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)