



ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked. We are the agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities.

Our programmes are genuinely life-changing, but we can't do any of this without talented, creative individuals at every level of our organisation.

ABOUT THE ROLE

Are you able to create content that inspires hundreds of young people and supporters to join Restless Development? Could you engage our online community around the world with powerful social content? Do you like working in a young, vibrant, friendly and sociable team? If so, we're looking for you.

You will work together with our communications team using your skills in social media, content development, and multimedia and video production. You will also collaborate with hundreds of young people to co-create powerful content about their stories of change.

We're looking for a team player who is happy to get involved and do what it takes for the success of youth leadership. We need you to be proactive, organised, and able to learn quickly. It's a really exciting role for anyone who is starting their career in communications and is keen to be part of the leading agency supporting young people to make change.

This role is part of our global communications team, which is split between Uganda, India and London.

OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#).

ABOUT THE ROLE

Job title	Communications Coordinator
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For more information on Restless Development's mission, values and work, please visit: www.restlessdevelopment.org.

Location	Dar es Salaam, Tanzania, or Delhi, India (other locations in these countries considered)
Purpose	Restless Development has ambitious objectives to grow our network and deepen our engagement with young people online, to help spread youth-led change and activism around the world. Sharing stories about youth-led change and connecting young people who are taking action around the world is crucial to help achieve our agency's mission. The Communications Coordinator is responsible for growing and engaging our network of volunteers, activists and supporters online; providing a platform for young people to have their voice heard; and developing content that will appeal to our key audiences. This will see you manage some of our online communities using our digital channels, including our blog and social media, and take a lead in the creation of eye-catching and engaging content.
Salary	Dar es Salaam: TSh43,598,156 gross per annum / Delhi: ₹1,162,113 gross per annum
Preferred start date	24th May 2021
Length of contract	Initial 2 year contract
Visa requirements	Must have the right to work in their location
Reports to	Digital & Collective Manager
Direct reports	Communications Officer
Expected travel	Possibility of occasional international travel, national travel

KEY PRIORITIES

Please note that these priorities are subject to change dependent on a shift to the strategy and workplan in the coming year.

1. Develop and Strengthen the Global Youth Communications

- Raise our online visibility by engaging and growing our online community of volunteers, activists, partners, and supporters through Restless Development's
 - Social Channels: Facebook, Twitter, Instagram and others
 - Newsletters
 - We Are Restless Blog
- Increase the volume and impact of our content created by and in partnership with young people in line with our global strategy
- Writing and proof-reading of stories, blog posts and social media content
- Manage and strengthen the support we provide to our youth creators to prioritise and promote youth voice through our communications
- Support the Digital and Collective manager in the delivery of robust and engaging user journeys to improve the experience of the young people we engage with and grow networks.

2. Multimedia content development

- Work with a global team of communications staff and creators on story gathering and coordinating content for Restless channels.
- Ensure content is on the content bank with the right permissions
- Support hubs and other teams to create engaging content that represents the full breadth of our programmes and advocacy work
- Create and support new digital content as required
- Edit and publish new pages on the website to promote reports, share stories, and design data capture journeys.

3. Other Unit and Hub support and coordination

- Coordinate, and strengthen the flow of communications and support to our Hubs.

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- Provide support to and strategic advice on affiliated social media accounts such as the Schools Triathlon and Hub accounts
- Work with other teams to plan digital activity around events or comms products e.g. reports and events.
- Provide training in communications to our staff and networks around the world and support with communications for events such as the Schools Triathlon
- Deliver training for our Wordpress website to global comms staff

4. Strategic support and growth




- Lead our monthly analytics process to measure and share insights into our global digital performance, and identify growth opportunities and optimisations to help drive online growth and engagement
- Support the External Engagement team to implement our new strategy on how we grow youth engagement, power and voice and develop and test new metrics
- Potential to manage or oversee other staff and interns in hubs to keep a track of growth and engagement across global youth global networks
- Oversee our social media and content strategy ensuring delivery, optimizations and sharing of best practice within the organisation.

5. Other


- Be reactive to emerging opportunities and ready to fulfil other duties as required
- You may occasionally be required to work on weekends and/or public holidays, for which time off in lieu will be granted.
- Other duties as required.

ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

Values	Behaviours	What we expect of the Communications Coordinator
 HEART We are who we serve. We are brave.	Values-led	Supports managers to embed a values led culture within their team. Uses values to guide decision making and group actions.
	Innovation	Is driven to generate ideas which continually improve ways of working, involving others in problem solving. Adapts style to cope with and support others through change.
 HEAD We are 100% professional. We prove that young people can	Delivers Quality	Strives for continual improvement against individual goals, seeking opportunities to maximise their contribution to team priorities. Supports others to deliver quality and improve their work. Takes ownership for ensuring value-for-money in the areas for which they take partial ownership.
	Decision Making	With guidance, takes ownership for programme elements and/or internal processes. Considers underlying issues and Restless Values when making operational decisions.
 VOICE We generate leaders. We are proud to carry the banner for	Leadership	Confidently leads programme elements and/or internal processes. Will typically manage one or more junior staff members and is seen as a leader amongst their peers.
	People Development	Regularly seeks feedback and evaluates own performance, creating opportunities for personal development. Develops others through proactive sharing of knowledge, skills and opportunities.

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youth-led development.		
 <p>HANDS We are in it together. We listen and learn.</p>	Effective Communication	Confidently adapts their communication style to suit their audience. Is able to influence others to build shared understanding
	Collaboration	Seeks opportunities to collaboratively deliver quality against team goals by building strong relationships with colleagues from across the organisation. Works with external partners to maximise mutual benefits.

SKILLS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> ● Proven experience of managing digital and social media platforms to maximize growth and engagement as a tool to create positive social change. ● Substantial experience of gathering and creating digital content ● A flair for writing creatively and excellent copy editing skills ● Basic video editing skills and experience creating graphics for social media ● Project management experience ● Story gathering experience on a global level ● Experience in contributing to digital strategy and planning ● Experience of advising staff (outside the comms team) on digital campaigns ● Excellent written and verbal communication skills ● Belief in the values of Restless Development and ability to uphold them personally
Desirable	<ul style="list-style-type: none"> ● Experience of training staff on digital content ● Experience working with staff based globally ● Experience of working in the development sector ● Experience supporting young people to create ● Experience using Wordpress and Canva ● Experience using design and editing software to edit photos, video and social graphics ● Experience working with the media or press teams

Restless Development is an Equal Opportunities employer and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

WHAT WE DO FOR YOU

Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations. In addition to salary, we offer pension contributions of 3%.

Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

Work-life Balance

It goes without saying that we work hard, at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Birthday Leave
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

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Professional Development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

Travel and Medical Insurance

When travelling abroad with work, all staff will be covered by Restless Development's travel insurance.

APPLICATIONS

Please complete the application form by **11.30am IST / 9am EAT, Monday 10th May 2021**.

If you have any queries about the role, or about working at Restless Development, please contact Emma: emmab@restlessdevelopment.org