



ABOUT RESTLESS DEVELOPMENT

Restless Development is a global agency for youth-led development. We support young people to demand and deliver a just and sustainable world for all.

This global agency is run out of nine strategic hubs in nine countries across Africa, Asia and in the UK and USA, with a wider network of partners across the world. We work to make sure young people have a voice, a living, sexual rights, and are leaders in preventing and solving the world's challenges. Restless Development has been working with young people since 1985 and our work is led by thousands of young people every year. We listen to young people, our work is led by young people, and together we help young people make lasting change in their communities and countries. Find out more here: www.restlessdevelopment.org.

We are looking for a young person passionate about Youth led development. You will work with a team to increase Restless Development Uganda's visibility, enabling us to inform and influence our partners, government and other actors. You will be highly creative and organised with strong skills across various areas of communications including social media, writing, video, editing, photography, event management

ABOUT THE ROLE

Job title	Communications officer-50% Full Time Equivalent(FTE)
Location	Kampala
Salary	UGX 20,166,712.49 gross per annum
Preferred start date	1st November 2021
Length of contract	12 months' contract with a strong possibility of renewal
Reports to	Grants and Business Development Coordinator
Direct reports	None
Expected travel	National Travel will be required.

KEY PRIORITIES

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

1. Communications plan implementation (50%)

With support from your team, develop and implement a 2 year communications strategy and annual plan to increase Restless Development Uganda's visibility including:

- Social media (FB, Inst, Twitter, Blogs #WeAreRestless)
- Event management – National Youth Working Group, International Youth Day, Restless Values day, partner events,
- Media engagement incl press, TV, radio, online media, offline media, key influencers
- Youth Collective and Alumni engagement incl contact database management (CIVI)
- Develop targets to track Restless Development Uganda's visibility including website and social media engagement
- Sharing programmes outputs and research in creative ways with our audiences.
- Manage our brand, ensuring it is understood and used effectively by staff and helps achieve our goals and mission.

2. Content Development (25%)

Working with the Programmes and M&E Teams and others, develop content including:

- Developing and editing videos to engage external stakeholders
- Photo library to include inspiring photos across all our work
- Ensure photo and video content is well maintained and stays updated across our channels.
- Generating, writing and designing stories of change to share the impact of our work
- Lead production design and distribution of innovative and high quality newsletters and annual report to update external stakeholders
- Updating our website with new and relevant information
- Curate all content so it is easily accessible for relevant stakeholders

3. Internal Communications (20%)

Be the link for the Restless Development Uganda Hub internally including

- Taking and sharing minutes of Board and CLT meetings
- Ensuring relevant information is accessible to all staff using Google drive
- Connect and share updates to and from other Hubs and International
- Track and share updates, trends and innovation on youth development from Gov't, UN agencies, donors, movements and other key influencers to inform our work
- Editing documents for teams
- Sharing monthly internal updates including leadership and programmes

4. Other duties as required (5%)

Other duties as required including

- Team related activities
- Uphold Restless Development's values and act as a role model at all times
- Building programmes staff capacity in documentation
- Occasional work on weekends for which time off in lieu can be taken

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.

Competences What we expect of the Grants and Business Development Coordinator

Strategic Thinking and Innovation	<ul style="list-style-type: none"> Understand how goals, the model and the youth collective activities contribute to Restless strategy and Agency plan. Is open to new ideas and adaptable to change and a team player.
Leadership and people management	<ul style="list-style-type: none"> Seeks opportunities to lead in different situations. Supports peers, helping others to develop and Understands personal and team goals. Proactively seeks clarification, instruction, feedback and coaching to improve performance
Communication	<ul style="list-style-type: none"> Communicates clearly, orally and written and actively listens requesting clarity when needed Understands the Restless Brand and uses it consistently
Delivery	<ul style="list-style-type: none"> Meets goals and timelines for team deliverables, understands responsibilities and meets expectations. Works to complete assigned tasks according to the requirements, demonstrates desire to carry out assigned task, does what is asked; solves problems as requested

SKILLS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> 2 years work experience in communications Proven experience of coordinating communication projects from design to completion including evaluating impact Excellent writing, editing, designing and photography skills Ability to read, synthesis information to produce clear, well written summaries Experience in video editing and design - ideally with experience in Adobe software Experience in maintaining a website Demonstrated social media experience at a high level Personal commitment to Restless Developments vision and values Passionate about Youth led development
Desirable	<ul style="list-style-type: none"> University level degree Experience of developing and implementing communication plans including advocacy, media and programmes Experience working in the Youth or International development sector

Restless Development is an Equal Opportunities employer and seeks to recruit, retain and develop staff from all sectors of the community and 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.

Remuneration

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

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.

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).
- Access to Flexible Working
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

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

We provide medical insurance to staff and one dependent. When travelling abroad with work, all staff will be covered by Restless Development's travel insurance.

- Please send a completed application form to ugandajobs@restlessdevelopment.org by Midnight Friday 15th October 2021. Please note that we do not accept CVs, resumes or covering letters.
- We do appreciate your interest in working with us. However, due to the large number of applicants only shortlisted candidates shall be contacted for interviews within two weeks after the deadline.
- Ladies and persons with physical impairments are strongly encouraged to apply.
- Experience in working with emergency and development setting required

Restless Development does not charge a fee at any stage of the recruitment process (application, interview, meeting, traveling, processing, training or any other fees).