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 can't do any of this without talented, creative individuals at every level of our organisation.

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

Are you able to bring to life the story of youth champions in India or a young activist ending child marriage in India? Can you collaborate with colleagues around the world to create powerful content about youth-led change and use our digital channels to make sure it reaches our audiences of supporters, volunteers and activists? Do you like working in a young, vibrant, friendly and sociable organisation? If so, we're looking for you.

You will join a supportive and talented team that works globally and nationally, working closely with colleagues based in our different Hubs, especially staff based in India. We need you to be proactive, organised, and willing to learn quickly. It's a really exciting role for anyone starting out on their career in communications and keen to be part of the leading agency supporting young people to make change happen.

<table>
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<tr>
<th>Job title</th>
<th>Communications Officer</th>
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<tbody>
<tr>
<td>Location</td>
<td>New Delhi, India</td>
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</table>
| Salary and benefits| Gross Annual Salary: INR 7,25,912/-  
Additional benefits: Mobile/Internet reimbursement, Health insurance for self & dependents and gratuity, etc. as per the policy of the organization. |

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

1) Content & digital platforms

- Work across teams to schedule social media posts promoting our projects, work and opportunities
- Design social media content to drive growth and engagement, including graphics, videos, polls and posts
- Work closely with the Communications Coordinator and global comms colleagues to populate our content planner, keeping up to date with mainstream issues to ensure our content and stories are timely
- Compiling and managing our blog newsletters for readers and contributors
- Create, edit and publish new pages on the website, and train colleagues to do this
- Support contact management through civi CRM
- Occasionally design simple print materials for a range of audiences or work with freelance designers
- Keep up to date with social media trends and maintain engagement of our online community across our platforms
- Respond to messages on socials and engage in conversations with our followers
- Coordinate, draft and design Annual Reports

2) Writing stories and blogs

- Support staff in India and work in a broader global communication group to capture stories, photos and content about youth-led change through field visits across India.
- Work with the global communications team to edit stories to suit different platforms and audiences
- Transcribe interviews and copy edit stories about our work for media, advocacy and fundraising purposes
- Give training and advice through remote support to colleagues and young volunteers around the world to increase their story gathering and digital marketing skills, including the ethics of storytelling, safeguarding and informed consent.
- Work closely with the external engagement team to develop content for key moments in our calendar
- Identify stories that could be pitched to the media, and support with reactive media opportunities
- Keep our story bank up to date and provide staff with technical support, including curating collections for staff and external partner use, including keeping up to date and secure consent documentation
- Support global communications team with blog editing and designing

3) Analysis, optimisation, other

- Data collection, analysis and basic evaluation
- Support communications coordinator with blog and website SEO.
- Support the relevant staff to measure and optimise our digital user journeys
- Provide comms advice and support to colleagues in India.

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:

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<table>
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<tr>
<th>Values</th>
<th>Behaviours</th>
<th>What we expect of the Communication Officer</th>
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<tbody>
<tr>
<td>HEART</td>
<td>Values-led</td>
<td>Inspires a Restless passion and professionalism in those they work with, both internally and externally.</td>
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<td></td>
<td>Innovation</td>
<td>Works on own initiative and offers creative approaches to improving work.</td>
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<td>HEAD</td>
<td>Delivers Quality</td>
<td>Manages their time effectively to deliver quality against individual goals. Ensures value for money when utilising resources and efficiently processing finances.</td>
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<td>VOICE</td>
<td>Leadership</td>
<td>Capably manages their own workload and takes up opportunities to lead on areas of work, with support from colleagues. May supervise Interns and/or teams of Volunteers.</td>
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<td></td>
<td>People Development</td>
<td>Understands how individual goals contribute to team priorities. Uses feedback to identify personal growth areas willingly and provides constructive feedback to others.</td>
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<tr>
<td>HANDS</td>
<td>Effective Communication</td>
<td>Clearly expresses ideas or opinions and actively listens and learns from those around them. Applies effective communication when actively engaging with stakeholders and teams of volunteers.</td>
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<td>Collaboration</td>
<td>Is an integral team member, contributing to team excellence and maintaining strong relationships with colleagues and stakeholders.</td>
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**SKILLS AND EXPERIENCE**

**Essential**
- Experience developing and creating content to make audiences take action
- Excellent editing and copywriting skills (English)
- Experience managing social media channels
- Creative and innovative approach to developing content that inspires and engages
- Some experience of Adobe software (including film and photo editing software - Premiere Pro, Photoshop etc.) or equivalent
- Experience in graphic design for both print and digital using tools like Canva
- Experience producing engaging content for different audiences
- Ability to work with GSuite tools (sheets, docs, calendar)
- Ability to work well with people from different backgrounds and cultures
- Ability to work well both in a team and autonomously
- Some experience in analytics and evaluation

**Desirable**
- Experience creating and editing short video clips for social media
- Experience of copy writing stories for a fundraising audience
- Understanding of international development and/or global justice issues, including restoring the power in development
- Experience with social media scheduling tools such as sprout social, publer or hootsuite
- Experience delivering training, including through zoom

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Experience using Wordpress to create and edit webpages
Experience of a contact management platform (eg civi) and mass email tool (eg Mailchimp, civimail)
Knowledge of basic SEO techniques

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

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.

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.

KEY DATES
- Please send a completed application form to jobs.india@restlessdevelopment.org by Sunday 6th March 2022 (midnight India time)
- Please note that we do not accept CVs, resumes or covering letters.
- We are looking for the successful candidate to begin as soon as possible.

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