ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being sidelined. 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.

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.

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

<table>
<thead>
<tr>
<th>Job title</th>
<th>Communications Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Bengaluru or New Delhi, India</td>
</tr>
<tr>
<td>Salary and benefits</td>
<td>● Basic Annual Salary Rs. 7,10,540/-</td>
</tr>
<tr>
<td><strong>Length of contract</strong></td>
<td>Initial 1 year contract, renewable</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td><strong>Visa requirements</strong></td>
<td>Must have the right to work in India</td>
</tr>
<tr>
<td><strong>Reports to</strong></td>
<td>Head of Country</td>
</tr>
<tr>
<td><strong>Expected travel</strong></td>
<td>Occasional</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Values</th>
<th>Behaviours</th>
<th>What we expect of the Communication Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEART</td>
<td>Values-led</td>
<td>Supports managers to embed a values led culture within their team. Uses values to guide decision making and group actions.</td>
</tr>
<tr>
<td></td>
<td>Innovation</td>
<td>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.</td>
</tr>
<tr>
<td>HEAD</td>
<td>Delivers Quality</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Decision Making</td>
<td>With guidance, takes ownership for programme elements and/or internal processes. Considers underlying issues and Restless Values when making operational decisions.</td>
</tr>
<tr>
<td>VOICE</td>
<td>Leadership</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>People Development</td>
<td>Regularly seeks feedback and evaluates own performance, creating opportunities for personal development. Develops others through proactive sharing of knowledge, skills and opportunities.</td>
</tr>
<tr>
<td>HANDS</td>
<td>Effective Communication</td>
<td>Confidently adapts their communication style to suit their audience. Is able to influence others to build shared understanding.</td>
</tr>
<tr>
<td></td>
<td>Collaboration</td>
<td>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</td>
</tr>
</tbody>
</table>

**SKILLS AND EXPERIENCE**

**Skills & Experience**

- 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
### Skills & Experience

- 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
- 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

### 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, 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).
- Paid leave on your birthday
- 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](mailto:jobs.india@restlessdevelopment.org) by 15th January 2024 (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.