



## 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

Restless Development in Tanzania has been operating for over 25 years working across 18 regions including rural and urban areas. Our vision is young people taking the lead in addressing the most urgent issues facing their countries and the world, supported fully by their governments, their communities, businesses and civil society institutions.

We are looking for an innovative person with the right communication skills to join our team in an exciting role, which will push you to take the lead in developing our internal and external communications with key stakeholders, the media and staff.

You will be a highly creative and self-motivated individual with strong organizational skills, and excellent verbal and written communication skills in English and Swahili. We are looking for someone with strong ICT skills, experience with content creation for multiple communication platforms including social media, and open to learning about new technology and communication tools. Experience in photography and videography would be an added advantage.

For more information on Restless Development's mission, values and work, please visit:  
[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

## ABOUT THE ROLE

<b>Job title</b>	<b>Communications and Visibility Intern</b>
<b>Location</b>	Dar es salaam
<b>Salary</b>	TZS 550,000 monthly allowance ( <i>subject to statutory deduction</i> )
<b>Preferred start date</b>	As soon as possible
<b>Length of contract</b>	6 months (with possibility of extension up to a maximum of 12 months)
<b>Visa requirements</b>	Must have the right to work in Tanzania
<b>Reports to</b>	Senior Investment & Partnership Manager (with a dotted line to the HD)
<b>Direct reports</b>	None
<b>Expected travel</b>	Occasional travel to our regional offices in Tanzania. Time off lieu will be given for any travel required over weekends.

### KEY PRIORITIES

#### 1. Communication Management

- Facilitate the creation of communications strategy, and work with other teams to set communications priorities.
- Lead in developing and roll out of visibility, communications and influencing strategies and campaigns.
- Generate content that strategically communicates programmatic work in line with the organization's values and ensuring that updates and images used in public campaigns such as media, website articles, social media and fundraising are in line with standard requirements and regulations.
- Monitor and enforce responsible usage of information and images (photos/videos) in communications in compliance with the organizational policy with consent and usage protocols.
- Adhere to and enforce brand guidelines across programmatic communications.
- Ensure that fundraising efforts are actively and constantly supported by appropriate communications across all media outlets and publication materials of the organization.
- Develop and implement communications advocacy strategies and materials to guide/support conference participation, public speaking, and other advocacy campaign events.
- Generating story ideas, creating content and messages as well as managing Restless Development Tanzania's various websites, blogs, newsletters, LinkedIn and social media platforms to promote Restless Development's programs, model for change and values.
- Ensure high-level of coordination amongst program teams in regards to communication, case story/photo/video collection and event organisation.
- Planning and coordination of the collection of video clips, photos, case stories from the programs including field visits and ensure clear and updated storage of all content

#### 2. Internal and external brand identity management

- Coordinate with the international communication team to ensure the Hub meets the quarterly quality assurance indicators and participate in any global communication campaigns.
- Building brand awareness and communication capabilities internally through training and support to other staff members and Volunteers.
- Assist in translation of briefing reports/surveys from/to English or Swahili

#### 3. Press and Media engagement

- Develop appropriate materials for all media engagements/events and ensure that they are available in time to all staff and event stakeholders
- Serve as a point of contact for press and media enquiries.
- Lead in the facilitation of innovative opportunities to showcase the works of the organization.
- Develop and lead partnership with relevant media partners (press, TV, radio, online media) and ensure a high-level of coverage of Restless Development activities.
- Develop press releases, key messages, media FAQs, speeches, press kits, presentations and communication tools.
- Track news from government, donors, UN agencies on youth development to inform direction and share through social media

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#### 4. Digital Marketing

- As applicable, provide updates and support for programme websites.
- As applicable, create, align and implement social media content in collaboration with team members.
- Ensure adherence to partnership communications requirements. Includes meeting grant and implementation partnership standards.
- Identify and carry out innovative digital marketing campaigns to accelerate brand awareness

#### 5. People and Team Management and Support

- Lead in the induction of new staff on all aspects of communication and ensure that all staff are aware of their roles in ensuring effective communication within and outside the organization.
- Provide capacity building support and good supervision to team members to yield maximum results.
- Maintain good communication and conflict resolution skills among staff.
- Provide an interactive environment for team members to learn and share ideas.
- Create a participatory environment for team members.

#### 6. Business Development and Fundraising

***The key function of the communications and visibility role is to support fundraising. The Communications and Visibility Intern must therefore ensure that everything that he/she does is in support of fundraising***

- Ensure that all frequently asked questions (FAQs) that fundraisers ask are available in a format that is usable, at the right place and mirrors the values of the organization.
- Participate and provide support to teams in all the fundraising value-chain activities.
- Event coordination and effective representation of the organization at events in line with our values
- Responding to requests and comments sent to the organisation's email and social media accounts
- Maintaining the email newsletter lists in the organisational database
- Ensure communication elements are included in program design and budgets
- Research external opportunities to come up with new visibility platforms to expand Restless Development's brand at global and national level to strengthen our position as a leading agency on youth-led leadership.
- Support implementation of communication elements and plans within specific projects, when necessary.

#### 7. Organisational Learning

As part of our commitment to organisational learning and in support of our understanding that organisational learning is more effective, efficient, and relevant to the communities they serve, we expect all team members to commit 5% of their time learning activities that benefit Restless Development as well as themselves

#### 8. Accountability to Users

- Restless Development team members are expected to support all efforts toward accountability, transparency, and integrity specifically, our users and to national and international standards, while actively engaging user communities as equal partners in the design, monitoring and evaluation of our field projects

#### 9. Other





- Upholds Restless Development's values and act as a role model at all times and ensure meaningful youth engagement in Restless Development's communication activities through management and support of Volunteers contributing to communication activities.
- You may occasionally / will regularly 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 Intern
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 <b>HEART</b> We are who we serve. We are brave.	Values-led	Upholds the Restless Values at all times, demonstrating professionalism in their day-to-day work.
	Innovation	Offers creative approaches to improving work. Is open to fresh ideas and adapts to change.
 <b>HEAD</b> We are 100% professional. We prove that young people can	Delivers Quality	Adopts an honest and efficient approach to work. Uses resources responsibly.
	Decision Making	Proposes solutions to challenges and seeks to understand the reasons behind decisions.
 <b>VOICE</b> We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Actively seeks to develop their own leadership skills. Is seen as a leader to beneficiaries and other young people.
	People Development	Is open to feedback and ideas for personal development. Willingly provides constructive feedback to others.
 <b>HANDS</b> We are in it together. We listen and learn.	Effective Communication	Actively listens and learns from those around them. Uses effective two-way communication to build rapport and relationships in the community.
	Collaboration	Is an integral team member, contributing to team excellence.

SKILLS AND EXPERIENCE	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience managing and using social media – Facebook, Instagram, Twitter, YouTube, LinkedIn, WordPress, Google Apps, Zoom</li> <li>• Demonstrated ability to be creative and innovative with regards to content creation</li> <li>• Good skills in photography, video recording, and using Microsoft Office</li> <li>• Fluent in English and Swahili, written and spoken</li> <li>• Good organisation, time management, coordination skills, proven ability to meet deadlines and experience working with diverse communities and stakeholders</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in using online learning platforms for personal development</li> <li>• University or College Graduate (Degree, or Advanced Diploma) preferably in an area relevant to communications (candidates that don't meet this criterion can apply but need to prove competence in essential skills)</li> <li>• Knowledge of graphic design programme(s), such as Indesign or Canva.</li> <li>• Knowledge of using social media analytics to develop reports</li> <li>• Ability or willingness to learn how to manage databases</li> </ul>

**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,

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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 monthly allowances, we offer **NSSF contribution** and **out of pocket reimbursable**.

### 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 (for those with 12 month contract).

### 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 complete this [application form](#) by **mid-night Sunday 20<sup>th</sup> of October, 2024**
- First round interviews are expected to be held on **Tuesday 29<sup>th</sup> October, 2024**.
- Second round interviews are expected to be held on **Thursday 5<sup>th</sup> November, 2024**.

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