

<b>JOB TITLE</b> Humanitarian Communications & Media Manager	
<b>REPORTING TO</b> Team Leader	<b>GRADE:4</b>
<b>REPORTING TO POSITION</b> Emergency Team Lead	<b>LOCATION</b> Bogota, Colombia
<b>CHILD SAFEGUARDING</b> Level 3. The responsibilities of this post may require the post holder to have regular contact with children and young people. In the overseas context all posts are considered to be level 3.  As part of these responsibilities the post holder will support the establishment of child safeguarding systems, promote a culture of keeping children safe, and ensure that potential harm to children (by our own staff and/or as a result of how we do our work) is identified and addressed on an ongoing basis. The post holder should report and respond to interventions as determined by position related responsibilities identified in the Child Safeguarding Policy.	
<b>INTRODUCTION</b> Save the Children's origins lie in emergency response and it has remained central to our work ever since. Our approach integrates our emergency and development work, through the medium of our country programmes. For the increasing Venezuelan Migrant Crisis the organisation is in the process of increasing its capacity to support the emergency.	
<b>ROLE</b> The Humanitarian Communications & Media Manager will collect, analyse and disseminate critical information to internal stakeholders to support potential communications and media work. The post will prepare communications outputs such as situation reports, comms pack, email updates to members, media visits and multi-media content to support the emergency response, build an external profile (across fundraising, media, campaigns and advocacy) and gather powerful communications materials that ensure children's voices are heard.	
<b>MAIN RESPONSIBILITIES</b> <i>The postholder will receive a context specific Terms of Reference for each deployment, which will draw upon the responsibilities outlined below.</i> <p><i>Technical role:</i></p> <ul style="list-style-type: none"> <li>• Lead information and communication flows between emergency responses and a variety of internal and external stakeholders (including situation reports)</li> <li>• Collect qualitative materials through gentle, expert interviewing, resulting in case studies and testimonies that help explain the human impact of an emergency, which messages the affected community wishes the world to hear and to showcase our interventions for fundraising purposes.</li> <li>• Produce accurate, clear and consistent information and communication outputs relating to emergency situation and Save the Children's emergency response – including key messages, Q&amp;A's and factsheets.</li> <li>• Collaborate with advocacy and policy colleagues to ensure core messaging is consistent with advocacy and policy strategies within a response and opportunities are explored to promote these strategies</li> <li>• Facilitate (or undertake) photograph and film commissions to a high standard. Liaise closely with photography/film team and the emergency communications teams in London to ensure coordination of photography/film commissions are managed appropriately on the ground and that assets are shared quickly across the membership and also stored within a programme.</li> <li>• Spokesperson on behalf of the emergency response – across various platforms and outlets (e.g. traditional spokespersoning on broadcast outlets, but also on social media platforms e.g. Twitter, Facebook)</li> <li>• Facilitate media activities such as requests for quotes or interviews (ensuring spokespeople are adequately briefed) or journalists visits to programmes. Identify opportunities within our response activities or the external environment for media activities.</li> </ul> <p><i>General</i></p> <ul style="list-style-type: none"> <li>• Deliver results in line with the terms of reference agreed in advance – to do this in a way which maintains the reputation of the Humanitarian Department.</li> </ul>	

# SAVE THE CHILDREN

## Emergency Response Personnel (ERP) JOB PROFILE



- Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
- Help be responsible for the security of all staff. Ensure that the security, health and well being of staff are ensured and staff management and other processes and policies and systems reflect SC's principles of equity and fairness.
- To perform such other responsibilities as agreed with your line management.

### CORE BEHAVIOURS

*Understanding humanitarian contexts and application of humanitarian principles:*

- Integrates beneficiary accountability principles into the approach
- Ensures that programme goals and activities uphold the principles of the key national and international humanitarian frameworks, codes and commitments

*Achieving results effectively*

- Collects, analyses and disseminates information to and from communities and other stakeholders
- Addresses difficult situations and makes tough decisions confidently and calmly
- Considers the wider impact of decisions to be made in the short and long term
- Coordinates with stakeholders to avoid duplication & maximise resources
- Documents lessons learned and applies them to future projects

*Maintaining and developing collaborative relationships*

- Establishes and maintains clear communications and dialogue with disaster and conflict affected people and other stakeholders

*Operating safely & Security*

- Takes measures to do no harm and to minimise risks for partners and communities
- Reduces vulnerability by complying with safety and security protocols set by the organisation

*Managing yourself in a pressured and changing environment:*

- Remains effective and retains perspective in the face of difficult or demanding situations
- Plans, prioritises and performs tasks well under pressure

*Leadership: Action; Thinking; Self; Inspiring; Developing Others*

- Demonstrates managerial courage by confronting difficult situations and seeking resolution, and stating willingness to champion ideas
- Tailors communication style to certain audiences
- Effectively influences others by understanding their interests and showing how they will be met by own preferred resolution

### QUALIFICATIONS AND EXPERIENCE

#### Required

- An initiative-taking, proactive, inspiring attitude with the ability to manage and prioritise an unpredictable workload and solve problems quickly with limited support
- Significant experience of working overseas in humanitarian programmes
- Education to BSc/BA/BEng level in a relevant subject or equivalent field experience
- Experience of leading communication activities (including information management) in a challenging environment
- Evidence of excellent English verbal and written communication skills for a wide range of different audiences including donors, journalists and the 'general public'. Fluent Spanish skills are an advantage.
- Experience of effective spokespersoning across a range of media
- Excellent relationship building skills in order to work for limited periods within programmes under pressure of running emergency responses
- Ability to deliver high-quality photographs and case studies from affected communities
- Experience of delivering training, presentations and other capacity building activities to varied audiences, ideally within a country programme.
- Excellent IT skills, especially in Microsoft Word
- Strong influencing skills
- Politically and culturally sensitive with qualities of patience, tact and diplomacy

**SAVE THE CHILDREN**  
**Emergency Response Personnel (ERP) JOB PROFILE**



- The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
- Commitment to the aims and principles of Save the Children. In particular, a good understanding of our mandate and child focus and an ability to ensure this continues to underpin our support

**Desirable**

- Experience of creating media products such as press releases
- Experience or knowledge of working and living in relevant regions/contexts

**WORKING CONDITIONS**

The post will be based in Bogota, but regular visits to field offices in La Guajira and Arauca.

**NOTA:** Con la presentación para participar en la presente convocatoria se autoriza a Save the Children a comprobar la información personal suministrada, así como a hacer uso de los datos personales para efecto de comprobación en bases de datos públicas y privadas relacionadas con nuestras políticas anti fraude, lavado de activos y financiación del terrorismo. Los datos utilizados serán los indicados en la cedula de ciudadanía entregada.

**NOTA 2:** En todo caso, la solución a la prueba técnica será un criterio de evaluación y selección del personal, por lo que solo se usará el contenido para los efectos del proceso de selección y se respetará la propiedad intelectual del mismo, no genera en ningún caso remuneración alguna.

Se recibirán hojas de vida hasta el dia 11 de noviembre por favor aplicar al link de computrabajo:  
<https://www.computrabajo.com.co/ofertas-de-trabajo/oferta-de-trabajo-de-humanitarian-communications-media-manager-en-bogota-dc-3C56CC81C9D71607>

Las propuestas presentadas una vez cumplida y pasada la hora fijada para el efecto, o radicadas en dependencia distinta a la enunciada en este documento, NO SERÁN RECIBIDAS ni tenidas en cuenta por el comité de selección, de lo cual se dejará constancia en la respectiva acta.