

<b>JOB PROFILE</b>		
<b>Position Title: WoMin Communications, Solidarity and Alliance Building Coordinator</b>		
<b>Location:</b> Johannesburg, South Africa (strongly preferred) or Nigeria, Zimbabwe, Uganda, the DRC, Mozambique, Burkina Faso or Ghana		
<b>Reports To:</b> Samantha Hargreaves, WoMin Director		
<b>Duration of contract:</b> Two year contract with strong possibility for extension based on funds mobilised and performance		
<b>Purpose of Role</b> To strengthen the alliance, its visibility and its contribution to movement-building through deepened intra and extra-alliance communications and exchange; powerful solidarity; greater capacity for documentation, writing and critical analysis; and deepened clarity about the alliance, its purpose and ways of working.		
<b>Key Responsibility Areas:</b>		
<b>No.</b>	<b>Key Responsibility Area</b>	<b>Accountable to</b>
1	<p><b>Lead and coordinate WoMin’s communications effort within the alliance and its members in support of information exchange, solidarity and learning.</b> The tasks here will include:</p> <ul style="list-style-type: none"> <li>• Finalising an integrated internal/ external communications strategy,</li> <li>• Building thematic communications plans with other WoMin programme leads</li> <li>• Conceptualising and leading on communication outputs – such as updates, newsletters, emailers, tweeting, facebooking, videos, photographs etc. – for major alliance processes</li> <li>• Manage WoMin’s communications platforms (website, FB, twitter, youtube) on an ongoing basis by contributing analysis and information updates, identifying and encouraging contributors, deepening analysis and debate, ‘vetting’ contributions etc.</li> <li>• Support communications capacity within key partner organisations in support of regional alliance campaigns and processes</li> </ul> <p><b>Note:</b> this work will build on existing communications efforts, and an existing draft communications strategy.</p>	<p>WoMin Director</p> <p>Peer accountability: Programme staff/consultants</p> <p>Alliance accountability: partners/allies</p>
2	<p><b>Coordinate WoMin’s external media and communications in support of advocacy and campaigns processes, solidarity efforts, and to build the profile of the alliance and it’s positioning to the wider public.</b> The activities here include:</p> <ul style="list-style-type: none"> <li>• Building a clear public/media focus to WoMin’s internal/ external communications strategy</li> <li>• Consolidate national, sub-regional, regional and international media lists which reflect our linguistic diversity</li> <li>• Propose and write analytical pieces, and support other WoMin staff and key allies to do the same, for different publications and platforms which help to profile the questions and alternatives WoMin and its allies organise</li> </ul>	<p>WoMin Director</p> <p>Regional campaigns steering committee</p> <p>Peer accountability: Programme staff and consultants</p> <p>Alliance accountability: partners/allies</p>

	<p>around, and which build solidarity and strengthen movement</p> <ul style="list-style-type: none"> <li>Support communications capacity within key partner organisations in support of regional alliance campaigns and processes.</li> </ul>	
3	<p><b>Coordinate information and solidarity projects that aim to <u>strengthen the alliance</u>.</b> Tasks here include:</p> <ul style="list-style-type: none"> <li>Coordinating intra and extra-alliance solidarity efforts, which include the gathering of information; liaising with allies/ friends and documenting cases; conceptualising, coordinating and leading solidarity responses etc.</li> <li>Build creative projects to support documentation, writing skills and advocacy about the work of WoMin and its allies.</li> </ul>	<p>WoMin Director</p> <p>Regional campaigns steering committee</p> <p>Peer accountability: Programme staff and consultants</p> <p>Alliance accountability: partners/ allies</p>
4	<p><b>Coordinate processes required to support <u>alliance-building</u>.</b> These tasks include:</p> <ul style="list-style-type: none"> <li>Work with the WoMin Director and thematic staff to build a profile of the work, political orientation, strategies and capacities of existing and potential allies, and support outreach to new organisations we should be allying with on thematic areas of work</li> <li>Work with the WoMin director to further conceptualise the identity of the alliance, its principles for operating, its development pathway, and how questions of 'membership' can be managed along the way</li> </ul>	<p>WoMin Director</p> <p>Peer accountability: Programme staff and consultants</p> <p>Alliance accountability: partners/ allies</p>
5	<p><b><u>Contribute to the organisation's internal processes and projects as required by the long-term strategy, plans and management needs.</u></b> This work would include:</p> <ul style="list-style-type: none"> <li>Providing input to WoMin's strategy, annual and project plans, and support the alliance read and respond to opportunities at the regional and international level as appropriate</li> <li>Represent WoMin to national, regional and global platforms as mandated by WoMin's Director and regional leadership</li> <li>Conceptualise and lead on the development of discussion papers and research projects in thematic areas of work, as agreed with the Director and thematic staff</li> <li>Undertake organisational tasks as negotiated with the WoMin Director.</li> </ul>	<p>WoMin Director</p> <p>Peer accountability: Programme staff and consultants</p>

**Skills and Qualifications:**

**Essential:**

A woman activist with:

- With a minimum of 5 years' experience in one, or preferably a combination, of the following content areas: extractives, energy, climate, trade, globalisation, infrastructure, land/natural resources, human rights and gender justice
- Who is a critical thinker with a history of working with writing as a tool for organising and building solidarity with people's/women's struggles
- Who can build, implement and monitor a communications strategy and annual plans within the secretariat and across the alliance
- Who is a strong analytical writer with the ability to design and implement small-scale qualitative research projects in support of our communications and solidarity efforts

- With at least 3 to 5 years' experience in communications, alliance building, solidarity and/or writing mentorship/support
- Who is comfortable and proficient in a range of social media: FB, twitter, YouTube etc.
- Proven experience working in and navigating the dynamics and politics of complex networks, movements and/or alliances
- A history of concrete support to organising and movement-building
- A record of tangible work to advance women's rights and
- The ability to work in a team, meet deadlines, problem-solve with others, and work with full accountability to peers, alliance members and the WoMin Director.

**Highly desirable:**

- Experience working sub-regionally/regionally
- Fluency in written and spoken French and/or Portuguese.

We are committed to recruiting a black African woman with origins in Southern, East or West Africa, and would prioritise this as a criteria in our recruitment process.