

ACCM Consultant – Gateway Project

Title	ACCM Consultant
Location	Remote
Length of Assignment	4 Month
Reporting to (Name/s)	Babar Khan – Deputy Chief of Party
Line Management Responsibility (Name/s)	Babar Khan – Deputy Chief of Party
Budget Responsibility	Alaaddin Zaza

Assignment Purpose:

- The post-holder will lead on the process of identifying, collecting, editing, and producing human interest stories, including feature stories for media and success stories for programmes, to build a comprehensive library of written and visual content that can represent the work of Gateway project.
- He/she will adhere to policies and procedures that ensure the rights and wellbeing of families and children are prioritised in all materials produced and disseminated (voice, photo, video, written).
- Work with programme teams to proactively identify and gather powerful case studies – including management of multimedia work where needed – that can be used for donor reporting, media, fundraising and advocacy, in adherence with Save the Children’s child safeguarding and consent procedures.
- Manage and implement the process to translate, transcript, write and proofread all communications, media, and multimedia products produced in Yemen.
- Package and tailor communications products to target different audiences ensuring SC/donor branding and visibility guidelines are followed.
- Adhere to media and communications policies and procedures in Yemen.
- Identify impactful stories, quotes, photos, videos, artworks, and pieces of information to use them to create the content that will be used for social media and engagement with the public.

Requirements:

- B.A degree with at least five years of experience in the domain of Media, Communications and Journalism.
- Excellent design and video editing skills
- Proficiency using Adobe InDesign, Illustrator, Photoshop, Premier Pro, After Effects, etc
- Proven experience in producing communications and media content for a wide range of audiences with different styles, with an innovative and creative approach.
- Evidence of excellent verbal and written communication skills in English & Arabic, for a wide range of different audiences including children, families, donors, journalists and the ‘general public’
- Significant editorial experience, with the ability to proofread, edit and change the writing style in order to tailor the text for different purposes.
- Previous experience working in international non-profit organisations and/or international media broadcasters is a must.

- Proven experience in managing social media accounts.
- Flexible, open and willing to support team and change responsibilities as needed.
- Excellent planning, management, and coordination skills, with the ability to organise a demanding workload comprised of diverse and challenging tasks and responsibilities.
- Commitment and interest in Save the Children's mission, vision, and values. A good understanding of Save the Children mandate and child focus and an ability to ensure this continues to underpin our support.
- Experience in reporting on program implementation and results and writing project reports. Experience working in the field of education desirable.
- Experience in creating communications products such as factsheets and briefings packages.
- Excellent writer and editor, skilled at distilling large amounts of information for diverse audiences

Key deliverables

What	When	How
Weekly report	Weekly basis (16 reports)	Collect input from the program team and submit a draft with photos to the COP
Case study	One per month (4 case studies)	Includes a success story, photos, blog and social media posts in line with the communication plan
Branding proof reading	Ad hoc but almost twice weekly	Prepare or review banners, branding and visibility materials in line with the branding and visibility plan
Quarterly presentation	Quarterly (one)	Prepare slides to capture the projects successes, challenges and learning with high quality photos and 2 videos
Quarterly report	Quarterly (one)	Proofread and copy edit the quarterly report package prepared by the program team
International days social media posts	Six events	Prepare photos and social media posts to share with the donor and to post on SCI's platforms
Fact sheets	One	Update the project's fact sheet to reflect the 2023 results
Key messages and talking points	Ad hoc depending on key meetings and events	Prepare talking points in line with the project'

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Prepared by:

Dina Jouhar

Approved by:

Alaaddin Zaza



23 Oct 2023