

Terms of Reference

Communications Consultant

Job Title	Communications Consultant	Location	Work remotely (UK based) with monthly face-to-face meetings in London.
Length of contract	Three months (extendable) starting mid- October 2021	Position Type:	Part-time Consultant
Salary scale	£25,000- 30,000 pro-rata (two days per week)	Deadline for application	Thursday 7 October at 12 pm (BST)

Who are we?

Shabaka is a values-driven, diaspora-led consulting and research organisation focused on diasporas' humanitarian preparedness, response and recovery.

Shabaka was established in 2014 to help fight the injustices that leave entire communities disadvantaged and shut out from socio-economic and political progress. We see this clearly in the throes of the coronavirus pandemic, as 'business as usual' is now more than ever not good enough. We should not lose any more time to bring about equitable change. Furthermore, diasporas – people living outside their countries of heritage – are overlooked by important actors in strengthening existing humanitarian architecture.

What are we looking for?

We are looking for a dynamic Communications Consultant to expand our work's reach, influence further, and impact on diaspora humanitarianism and migration fields, working closely with internal team and external partners.

The consultant will help enhance the impact of our research and advocacy work, ensuring that our communications activities are engaging, creative and coordinated and that we convene events with impact. They will play a leading role in delivering a wide range of events to target and engage key audiences, including diaspora communities, institutional development humanitarian actors, government and the private sector.



Outputs and activities

- Develop and deliver a range of impact-driven communications activities
- Updating and implementing the action plan for the next 3-6 months, based on current projects and priorities
- Coordinate and deliver a range of events and convening opportunities for Shabaka's key stakeholders
- Organising Shabaka's annual networking event
- Working with partners and clients on communication plans
- Reporting on marketing and communications activities
- Management of communication associates/interns
- Any other relevant communication activities

About you

- Excellent writing skills and proven ability to summarise technical research in clear, compelling language.
- Ability to self-start; generate plans and ideas and carry them through to completion.
- Ability to work collegially with team members, helping to shape research communications for target audiences.
- Excellent interpersonal skills including liaising and communicating with colleagues at all levels of seniority and from different cultures.

Qualifications and Competencies

Education	<ul style="list-style-type: none">▪ Studies in International Development, Migration, Politics, Business or related discipline.
Experience	<ul style="list-style-type: none">▪ 7 + years of experience in communications, policy or advocacy – working creatively to inform/influence policy outcomes.▪ Knowledge/awareness of International NGO's/ Organisations/ charity ecosystem globally or/and in the UK▪ Knowledge of humanitarian policy and practice and/or diaspora issues, including main debates, developments, policy processes, and key actors.▪ Experience convening activities and events▪ Knowledge of multimedia communication tactics and a variety of social media channels and tools, including Hootsuite and Wordpress
Competencies	<ul style="list-style-type: none">▪ Exceptional reliability, good interpersonal and communication skills.▪ Attention to detail, good prioritisation and planning skills.▪ Able to work in a multicultural environment and establish harmonious and effective working relationships.▪ Flexible and positive attitude with the willingness to re-prioritise workload to respond to emerging demands.▪ Excellent oral and written communication skills in English. A second language is an asset.



What is in it for you?

Your input will shape how we present ourselves to our stakeholders, funders and the general public and deliver high-quality projects. With your help, we will continue to amplify diasporas' voices, which enables them to respond more effectively to humanitarian crises where they live and heritage countries.

You would become part of our small, friendly team working for an organisation focused on often marginalised communities and use your time to make a real difference during unprecedented times. You will have the opportunity to also work on innovative projects delivered in partnership with governments, the UN, national and international NGO and private sector actors.

How to apply

Please send your CV (no more than two pages, including the details of two referees) alongside a cover letter (no more than two pages) to tell us why we should hire you, your availability and what you hope to achieve in this role and email it to us by **12 pm (UK time) on Thursday 7 October at info@shabaka.org**