Role Profile

Digital communications officer- Pakistan Youth Leadership Initiative (PYLI), Pakistan

DEADLINE: 12 September 2024 (10 pm Pakistan time)

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| Role information | |  | |  |
| Role type | **Pay band** | | **Duration** | |
| Business Delivery | **Grade 4 / H** | | **26 months (Consultancy Contract); Start date 15 October 2024.**  **Location: Islamabad/Karachi** | |
| How to apply | | | | |
| **Open Call will be initiated.**  **Submission guidelines:**   * Email subject: Application for ‘Post title’ * KINDLY SHARE YOUR CVs ALONG WITH COVER LETTERS ON THE FOLLOWING ADDRESS: aun.naqvi[@britishcouncil.org.](mailto:Iftikhar.ahmed@britishcouncil.org.pk) * Separate emails to each posts (if more than one application by one person) * Applicants failing to comply with the above mentioned guidelines will not be considered * Shortlisted candidates will be called for interviews | | | | |
| Role purpose | | | | |
| Digital Communications officer will be focal person for the implementation of the PLYI project communication plan and provide support on the digital learning platform. | | | | |
| Role context | | | | |
| “Pakistan Youth Leadership Initiative” (PYLI) is a three-year project led by British Council Pakistan will be implemented in Pakistan in partnership with Government of Pakistan’s Youth Development Programme, local CSOs and public universities. The project is co-funded by Education Above All Foundation’s programme “Reach Out to Asia” under their “Global Citizenship Education (GCED) for Climate Action” initiative. The project will be implemented in KP, Balochistan, Sindh and Punjab.  Project Objective: Young women and men in Pakistan are aware of social and ethical values, and respectful of diversity by taking inclusive and responsible actions to influence local, national, and global sustainable development agenda on climate action.  Outcomes:  Outcome 1: 80 public universities and 30 CSOs in Pakistan have increased capacity on implementing digital and global citizenship education and climate change education offers for young women and men.  Outcome 2: Young women and men in Pakistan demonstrate increased knowledge, skills and awareness of digital and global citizenship, have increased digital literacy and demonstrate leadership skills  Outcome 3: Young women and men in Pakistan have a better understanding of climate change as a global challenge affecting their country and the world  Outcome 4: Young women and men develop cross cultural connections and networks in Pakistan and internationally to deliver youth lead climate actions for the benefit of their communities and advocacy for agenda setting at national and international levels. | | | | |
| Main accountabilities | | | | |
| Digital communications officer’s roles and responsibilities will include:   * Implementation of the PYLI project communication plan. * Manager digital learning platform and liaise with Government partners, project partners and the digital partner. * Collect and report project outreach data under the communication plan and reporting * Coordination with the British Council’s communication team * Develop content for social media posts, press releases and other external comms products * Review the communications material submitted by implementing partners (communication reach numbers, case studies, stories, photos) and provide feedback. * Provide communication guidelines to new partners. * Maintain a database communication material from partners and British Council. * Provide inputs in the donor reporting.   Relationship & Stakeholder management   * Relationships with PYLI team across Pakistan and British Council Comms team * Relationships with government partners and digital partner for smooth operations of digital learning platform * Has relationships with implementing partners, universities (GYM Clubs), CSOs and stakeholders within country. * Build strong internal relationships and networks   Commercial and Financial Management   * Liaise with the British Council procurement team for all logistics procurement and relevant payments (related to communications plan) and ensure that ROTA policies and procedures are complied with. * Ensure that the necessary documents and processes regarding the project delivery are maintained as per the specified guidelines * Liaison between British Council marketing and communications team and ensuring CSOs and Universities compliance with British Council and ROTA branding policy and guidelines.   Knowledge Management   * Collate information for preparation of documents such as presentations, meeting minutes, consent forms etc for meetings, field work and events * Provide support around communications (where needed) to the Provincial Project Managers in developing content including policy briefs, Terms of Reference (ToRs) and project reports * Ensure all communications related project data and documentation is recorded and saved as per British Council and ROTA guidelines   Safeguarding:   * Complete Introduction of Safeguarding e-learning courses (Mandatory e-learning course) * Due diligence for Safeguarding are conducted for implementing partners under communications plan. * Ensure that the implementing partners and strategic partners understand the safeguarding code of conduct and comply with the safeguarding standards related to children /adult when conducting British Council activities | | | | |
| Condition of employment | | | | |
| Proof of Identity requirements/right to work in country  Candidates are expected to have researched whether they have the right to live and work in the country in which the role is based. Given that our offices have different legal status depending on the work we do in those countries, we recommend that you contact HR in country for additional information on the likelihood of securing a visa. Only at its discretion will the British Council provide support so please check first whether visa support is offered. | | | | Shortlisting |
| Language Requirements | | | | **Assessment stage** |
| C1 English | | | | Shortlisting |
| Additional job requirements | | | |  |
| Role could require some domestic and international travel as required by the programme and some out of hours and evening work responding to or driven by programme/portfolio needs | | | |  |
| Person specification | | | | |
| Qualifications | | | |  |
| Minimum/essential | | **Desirable** | | **Assessment stage** |
|  | | Degree in Communications | | Shortlisting |
| Masters in relevant field | | - Experience / understanding of youth development, capacity building programming  - Experience and understanding of digital learning tools  - Experience and understanding of climate action / education sector areas. | | Shortlisting |
| Role specific knowledge and experience | | | |  |
| Minimum/essential | | **Desirable** | | **Assessment stage** |
| * Experience in managing communication plans and digital platforms * Familiarity with project life cycle * Experience of managing stakeholders * More than 1 year’s working experience * Experience of using technology in project delivery. * Good understanding and experience of supporting monitoring and evaluation. | |  | | Shortlisting AND/OR interview |
| Role specific skills | | | | **Assessment stage** |
| *Refer to function/job family skills framework where applicable* | | | | Shortlisting AND /OR interview |
| British Council core skills | | | | **Assessment stage** |
| * Communicating and Influencing 2 * Managing projects 1 * Managing risk 1 * Planning and organising 1 * Finance and resources 1 | | | | Shortlisting AND /OR interview |
| British Council values and behaviours | | | | **Assessment stage** |
| British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are:  Open and Committed; Expert and Inclusive; Optimistic and Bold.  The behaviours for each values pair can be found on our [Intranet SharePoint site](https://britishcouncil.sharepoint.com/about-us/Values/Pages/How-we-behave-says-who-we-are.aspx) for internal staff and at our Careers portal for external applicants. | | | | Shortlisting AND /OR interview |
| For Recruiter / Hiring Manager use only | | | |  |
| Background Checks  Initial and continuing employment with the British Council is subject to an annual background check. The job undertaken defines the nature of check(s) and assessment applied, please identify the one screening category considered relevant for this job: | | | | Offer |
| * Senior Manager (PB9/SMP and all head of function/business area, Director or Country Director jobs at PB7/8). | | | | Yes/No |
| * Finance (directly managing expenditure or revenue of or more than £1 million e.g. payroll, procurement, accountancy/controller). | | | | Yes/No |
| * Regulated for child safeguarding (The job is considered regulated if the role holder has frequent (minimum of once a week) or intensive (more than 4 days in one month) occurs in a place giving access to children (e.g. School) or is the line manager of others undertaking regulated activity) | | | | Yes/No |
| * Standard Screening (If none of the above categories apply then the role is subject to standard screening) | | | | Yes/No |
| Role Profile completed by | | | | **Date** |
| Name: | | | |  |