Position – Communication Specialist (36-40 hrs per week)

<table>
<thead>
<tr>
<th>Company</th>
<th>Aflatoun</th>
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<tr>
<td>Location</td>
<td>Amsterdam, Netherlands</td>
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<tr>
<td>Job type</td>
<td>Full time</td>
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<tr>
<td>Remuneration</td>
<td>Paid</td>
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<tr>
<td>Salary</td>
<td>indicative gross salary between € 2825 and € 3968 per month</td>
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<tr>
<td>Comment</td>
<td>Inclusive of pension, health insurance, holiday allowance and national insurance contributions</td>
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<td>Deadline</td>
<td>19-07-2020</td>
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The Organization
Aflatoun International is a non-profit organisation, which offers social, financial & entrepreneurial education to children and young people worldwide, empowering them to make a positive change for a more equitable world. Aflatoun creates high-quality curricula, for different age groups, which are contextualised to local needs and specific circumstances, and are implemented by over 300 partner organisations in 101 countries, reaching 10.5 million children (2019).

Aflatoun programmes inspire children to discover their talents and put them to use, to stand up for their rights and those of their communities, to play games and to solve problems. They learn how to save, how to budget and how to set up social and financial enterprises that benefit themselves, their families and their neighbourhoods.

Aflatoun has been recognised globally (Brookings and Harvard) for its high-impact, low-cost model, which has demonstrated to be effective in changing behaviors of its participants across the globe. By using a social franchise model, Aflatoun transfers curricular content, monitoring and evaluation tools, and training capacity to partner organizations, helping them to enhance their existing expertise and to create an efficient learning ecosystem. Aflatoun’s programmes follow an active-learning, participant-centered methodology, which combines social and financial education to transform the lives of their participants, educators, civil society organizations and other NGOs. Aflatoun International has been ranked at the 23rd place in the NGO world TOP500 by Global Geneva, a non-profit platform

Position
The Communication Specialist will be responsible for developing, managing, coordinating, networking, implementing and monitoring a partnership, advocacy and communication strategy and associated products and activities on an on-going basis with public and private audiences, with the objective of promoting awareness, understanding, and support for building social & financial skills for every child. He/She will report directly to the CEO.

Key responsibilities:
- Ensure or enhance the quality, consistency and appropriateness of communication materials, activities, processes and messages.
- Ensure rapid and accurate information dissemination to the media, partners, the network and other appropriate audiences.
- Establish, document, review and refine process of communicating with media contacts, including press conferences and events, issuing of media materials etc.
- Mobilize communication capacity to support and gather/facilitate the gathering of content and coverage of relevant CSFE efforts. Use the opportunity to identify/highlight effective programme activities and results in support of fund-raising.
- Facilitate and support cross-sectional collaboration between programme and communication in key areas of synergy related to advocacy, messaging and communications with the public and corporate partners.
Ensure regular communication and co-ordination with relevant communication focal points in the Network.

Key deliverables:

As Communication Specialist it is your responsibility to make sure that:

1. **Communication strategy:** Aflatoun has a clear communication strategy and associated work plan to get CSFE into the public domain, strengthen political will in support of Aflatoun's mission and objectives, and enhance the organization's credibility and brand.

2. **Media relations:** Aflatoun has a well maintained and continually developed contact list of journalists and media outlets covering all media – print, TV, radio, web, photo etc. – and a successful process of communicating and maintaining regular contact and close collaboration with the media to communicate the story of the Aflatoun network.

3. **Networking and partnerships:** Aflatoun has a well maintained and continually developed contact list of individuals, groups, organizations and fora whose support is essential to/can assist in achieving the advocacy and communication objectives. Effective working relationships with the Aflatoun Network Partners, INGOs and multi & bilateral agencies communication counterparts as well as the private sector are developed, maintained and enhanced.

4. **Resource mobilization support:** Fund-raising activities for Aflatoun International Secretariat and partner network are supported by effective advocacy and communication strategy and activities.

5. **Management:** Human resources (the communication team) and financial resources (budget planning, management and monitoring) are both effectively managed and optimally used.

6. **Monitoring and evaluation:** Communication baselines are established against which the achievement of objectives of the communication strategy are regularly evaluated; analysis is undertaken to continuously improve the effectiveness of communication strategy and activities; results and reports are prepared and shared.

7. **Capacity building and support:** The CEO and the Management team are provided with professional expertise and advice on all aspects of external relations communication as required.

**Required Skills & Qualifications**

- Advanced University Degree in Communication, Journalism, Public Relations.
- Excellent communicative and social skills
- Demonstrated ability to work in a small team with motivated, multicultural co-workers.
- Strong organizational skills and the ability to perform multiple tasks simultaneously, set priorities and work in a team characterized by diverse cultural backgrounds
- Flexibility
- Strong in application of Social Media tools
- Self-driven with a high sense of creativity, quality, accuracy, efficiency and meeting tight deadlines
- Fluency in oral and written English (preferably English as a first language); knowledge of additional languages such as French, Arabic or Spanish is an advantage
- Strong computer skills, including sound knowledge of Windows and Microsoft Office applications, including Outlook, Word, Excel and PowerPoint
- Willingness to present the organization to various stakeholders during meetings and conferences
- Creative and proactive attitude and willingness to preserver to get results.
- Ability and willingness to travel internationally.
**Conditions of Employment**

The position is for a fulltime workweek (40 hours). We offer a dynamic and pleasant multicultural working environment, with an indicative gross monthly salary range of € 2825 and € 3968 (inclusive of pension, health insurance, holiday allowance and national insurance contributions) - the salary level awarded will depend on relevant work experience and educational background.

Due to the nature of Aflatoun’s work with children around the world, specific attention is drawn towards Aflatoun’s Child Protection policy and its Policy on the Protection of Sexual Exploitation and Abuse (PSEA). These two policies are required to be signed by new employees and forms part of the employment documents related to the employment contract. The applicant commits to zero tolerance towards sexual exploitation and abuse.

**Reaction**

Please send your CV and cover letter to jobs@aflatoun.org with the Subject: Communication Specialist Application, no later than 19 July, 2020. If you have any specific questions on the position please contact the HR Assistant Chitra at chitra@aflatoun.org.