



VACANCY: COMMUNICATIONS OFFICER

We are seeking to employ a fulltime Communications Officer as of **1 January 2022**, to work in alignment with IAM's overall mission and strategy in a team with LGBTIQ+ and faith communities as well as sexual minorities nationally and internationally.

She/he/they will conceptualise, plan, and implement the organisation's internal and external communications, raising IAM's visibility and profile. The position will be under the management of the Director.

PERSON SPECIFICATIONS

The incumbent should possess desirable experience and qualities in the following areas:

Job description

The Communications Officer will be responsible for ensuring consistent awareness of IAM's culture, strategies, policies, news, and ways of working, and for continuing to raise IAM's profile externally. This will empower IAM and its partners nationally and regionally with the knowledge they need to work together for inclusion of LGBTIQ+ people, and our external stakeholders to know and understand IAM's work. You will report to the Director. You will be responsible to:

- Manage the day-to-day internal and external communications activities of IAM.
- Maintain IAM's strong brand across all platforms, including the website, social media, program content, and resources.
- Ensure that communication outputs are of a high standard, respond to the needs of the target audience, and are delivered within agreed budget and timelines.
- Build relationships with the relevant stakeholders in order to identify important company news, messages and announcements.
- Manage a content calendar for all the organisations's communications.
- Create and manage content and visuals that supports the organisations' communications strategy and programmatic work.
- Manage the publication and promotion of all print and online materials including newsletters, toolkits, and annual reports.
- Produce organisational-specific content for various channels, ensuring that it is on brand and encourages engagement.



- Support IAM program staff in creation of materials for events and trainings, including graphics, presentations, and event collateral.
- Build on existing and develop new relationships with media.
- Prepare press statements and articles on LGBTIQ+ and faith community issues.
- Assist with ad hoc surveys or other relevant data measuring external audience awareness of and engagement with communications.
- Work closely with the Director to support proposal development efforts, including creating boiler plate language and templates, and editing and contributing content as needed.
- Create and manage document templates and maintain a library of marketing and communications collateral.
- Develop and implement systems to streamline and standardize communications.
- Create communication plans, campaigns in collaboration with IAM's team, blog posts and videos for specific content of campaigns.
- Manage communication consultants and contractors as needed.

Key skills

- Experience as a NGO/in-house communications specialist or business journalist
- Experience in project coordination
- Knowledge of the digital media and digital content landscape
- Ability to execute communications campaigns
- Wordpress experience
- Strong writing and editing skills
- Good prioritisation skills
- Working for impact
- Growing and learning continuously, with loads of encouragement and support
- Boldly taking risks as we navigate new challenges
- Flexible work practices enabling your best delivery
- Being autonomous and empowered to lead
- Video editing skills a plus
- Initiative
- Ability to prioritise and plan effectively.
- Awareness of different media agendas
- Creativity

PROFESSIONAL QUALIFICATIONS



Academic Qualification

A bachelor's degree in Communications or Journalism or relevant qualification in communications or another related field

Experience

- At least three years of experience in communication or relevant field.
- Knowledge and experience in working with the LGBTIQ+ faith communities and individuals.
- Knowledge and experience of diverse Sexual Orientation, Gender Identity and Sexual expressions.

Competencies

- Ability to work within a team and independently.
- Excellent written communication skills in English.
- Efficient computer skills: Microsoft Excel, Word, PowerPoint social media platforms.
- Efficient in online engagements using e.g., Zoom and Microsoft Teams.
- Good listening and social skills.
- Good interpersonal and multidisciplinary skills.
- Ability to network and work with diverse cultures, denominations, organizations, interfaith and communities.
- Excellent at planning.
- Excellent subject knowledge in areas of work.
- Collaborating with smart, engaging people in an inspiring work environment
- Working for impact.
- Growing and learning continuously, with loads of encouragement and support
- Be able to take risks we navigate new challenges
- Flexible work practices enabling your best delivery
- Being autonomous and empowered to lead
- Good time management skills.
- Creativity in various contexts.
- Own vehicle and valid driver's license.

Personal Qualities

- An out member of the LGBTIQ+ group would be preferable.
- Trustworthy team player.
- Passion for the mission of IAM and working with and for sexual and gender diverse minorities within faith communities.
- Unwavering commitment to quality communication.



Location

The candidate must reside in the Cape Town Metropole.

The above job description is intended to describe the general nature and level of work being performed by the incumbent. It is not intended to be construed as an exhaustive list of all responsibilities, tasks and skills required to perform this job.

The incumbent may be required to perform additional tasks and duties outside of this description, if so required.

APPLICATION PROCEDURE

Applicants must submit a cover letter, explaining why they are suitable for the position, an up-to-date CV of no more than 4 pages (incl. a recent photograph), proof of academic qualification, identity document, valid driver's licence, as well as 3 relevant contactable, work references of the **past 5 years and provide 4 relevant modalities of their work.** ***All documentation must be certified and not older than 3 months.***

Applications should be sent to info@iam.org.za . The closing date is **29 November 2021 at 17h00.**

Only successful candidates who have been shortlisted will be notified by 3 December 2021. Security checks will be done on the successful candidate.