**Terms of Reference****: Communications consultant**

**1. Background**

International Alert requires a communications consultant to provide interim support to the global Advocacy and Communications team with coordinating the production of publications and providing social media support, as well as giving ad hoc communications advice to International Alert’s country and thematic programme teams.

**2. Timing and duration**

The appointed consultant will initially be contracted for **three months**, with the possibility of extension. The consultant will provide an average of **2-3 days’ worth of support a week** (this time can be spread across the week or worked as set days), up to a maximum of 12 days per month, starting March 2024. Anything below or beyond this can be agreed in writing in advance.

**3. Deliverables**

* Project manage the production of publications for International Alert’s country and thematic programme teams.
* Monitor production schedules to ensure that all publications are completed and signed off in a timely manner.
* Keep the Trello project management system updated with the details and status of publications.
* Ensure all publications comply with International Alert’s brand guidelines and house style guide, spot-checking outputs for editorial and design errors.
* Liaise with external vendors, including editors, translators, graphic designers and photographers/photo agencies.
* Source photos for publications and draft captions for them.
* Draft key messages about publications for the website, social media, newsletters, press releases and other channels.
* Upload publications to International Alert’s website using the WordPress content management system.
* Advise and input on teams’ communications plans for publications.
* Assist with the financial management of publications production by getting quotes and monitoring and processing invoices.
* Assist with the writing and scheduling of social media posts as needed, under the direction of the Senior Digital Engagement Officer.
* Provide social media cover for the Senior Digital Engagement Officer when they are away.
* Support the collection of key digital analytics about International Alert’s external communications.

**4. Support and resources to be provided by Alert**

The consultant’s main point of contact for tasks at International Alert will be the Communications Manager. However, they may also receive tasks directly from other members of the Advocacy and Communications team. This position is based remotely, but the consultant must be based in the UK. The consultant will be required to participate in fortnightly content meetings and ad hoc project meetings via Microsoft Teams. Access to Microsoft 365, Adobe Creative Cloud and other software required for performing the responsibilities specified in this Terms of Reference will be provided.

**5.** **Required skills and experience**

* Fluency in English (written and spoken).
* Experience of communications project management (ideally including publications).
* Experience writing and publishing social media posts for an organisation.
* Highly organised, with excellent time management and prioritisation skills.
* Excellent writing, editing and proofreading skills.
* A strong eye for detail and accuracy.
* An ability to turn complex messaging into clear and concise content.
* An ability to work independently, in teams and in a multicultural/multilingual environment.
* Excellent computer literacy and experience using Microsoft software.

**6.** **Desirable skills and experience**

* Experience working in the charity sector.
* Experience working with programme and country teams in a global organisation.
* Knowledge of digital project management tools (ideally Trello).
* Knowledge of design software (ideally Adobe InDesign and/or Canva).
* Experience using content management systems (ideally WordPress).
* Fluency in Arabic, French and/or Russian.

**7. Contact details**

For more details, please email communications@international-alert.org.