

TITLE: Communications and Campaign Assistant	
TEAM/PROGRAMME: SPQI (Strategy, Program Quality and Impact)	LOCATION: Hanoi
GRADE: 6	CONTRACT LENGTH: 6 months with potential extension
<p>CHILD SAFEGUARDING:</p> <p>Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE:</p> <p>The Communications and Campaign Assistant reports directly to the Communications & Campaign Coordinator and works closely with the Advocacy, Communications, Campaigns and Media (ACCM) team in conducting internal and external communications and campaigns activities. To be specific, the post holder will support the development of communication materials (design, content and manufacturing), implementation of campaign initiatives, as well as other tasks of the department such as translation or logistics arrangement.</p> <p>Compliance with Save the Children’s policies including safeguarding, data protection, branding, social media, etc. and other donor and government requirements need to be ensured for all related communication and campaign activities.</p>	
<p>SCOPE OF ROLE:</p> <ul style="list-style-type: none"> • Report to: Communications and Campaign Coordinator • Staff reporting to this post: N/A • Budget responsibility: N/A • Role dimensions: Work closely with ACCM and SPQI team, collaborate regularly with related program teams 	
<p>KEY AREAS OF ACCOUNTABILITY :</p> <p>Communications</p> <ul style="list-style-type: none"> • Support the development of projects/ programs’ communication materials as required (including brochures, briefs, presentations, videos, book of success, etc.); • Support with documentation and development of impact stories, case stories; • Support to develop and manage VNCO’s communication channels including website, newsletter; • Work with external service providers for promotional products design and manufacturing as required; • Maintain documentation, photographic and video libraries. • Provide translation for promotional and visibility materials as necessary; • Support to handle media monitoring and media requests as necessary; <p>Campaign</p> <ul style="list-style-type: none"> • Support Communications and Campaign Coordinator in development and implementation of internal and external campaign initiatives including SHIFT and Generation Hope; 	

- Provide Workplace and Facebook post drafts that support internal and external campaigns with supervision and guidance from the Communications and Campaign Coordinator (post schedules, designs, content creation and platform management);
- Draft follow up emails used for internal and external campaigns and contests;
- Support to organize and coordinate events required in internal and external campaigns;
- Support with administrative documents required for campaign implementation;
- Coordinate logistics arrangement required for campaign implementation;
- Work with external consultants for campaign implementation if needed.

Other tasks

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience, including adjustment on job description.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
- widely shares their personal vision for Save the Children, engages and motivates others.
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
- values diversity, sees it as a source of competitive strength.
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions.
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity.

QUALIFICATIONS

- University degree, preferably journalism, media/communications or any related field;
- Work experience in communications or campaign implementation.

EXPERIENCE AND SKILLS

Essential

- Excellent English and Vietnamese communications skills, both written and verbal;
- Good knowledge on communications and campaign implementation;
- Being trained on SHIFT's Fun Adults is preferred.
- Competent communication skills and passion for SC's works
- Familiar with designing and having video editing skills is an advantage
- Capacity on story telling with new and young-age approaches/ methods
- Ability to manage several products at once, managing consultants and working across divisions;

- High attention to detail and design aesthetics;
- Clear understanding of the key components in brand management;
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure;
- Willingness to travel to field offices and work in difficult environment according to travel requirements;
- Ability to work collaboratively with colleagues across the organization developing effective working relationships to deliver outstanding results for children;
- Commitment to and understanding of SC's mission, values, and principles including rights-based approaches;
- Ability to work effectively with people of diverse backgrounds and at different levels, to motivate and inspire teamwork.

Desirable

- Flexibility, live and thrive in challenging circumstances;
- Have a very high level of personal and professional integrity and trustworthiness;
- Experience of working in an emergency setting and/or committed to building that capacity;
- Interpersonal skills with a demonstrated ability to respond effectively to challenges, and work effectively in a cross-culture environment.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: Nguyen Hue Linh

Date: 16 June 2023

JD agreed by: Hoang Thi Tay Ninh

Date: 19 June 2023

Updated By:

Date:

Evaluated:

Date: