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| **ROLE PROFILE: Communications and Youth FP2030** | A black background with a black square  Description automatically generated with medium confidence |
| Position Title:  |  Communications and Youth Coordinator FP2030 |
| Position ID: | FP2030 Latin American and Caribbean Regional Hub |

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| **Team** | Programme Delivery | **Grade** | P2 |
| **Reports To (Title)** | FP2030 Managing Director | **Contract Length** | Permanent |
| **Location** | Panama or other countries in the LAC region. | **Time-zone** | Panama or other countries in the LAC region. |
| **Languages** | Written and spoken fluency in Spanish and English (professional fluency in Spanish is an asset). | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**Family Planning 2030 (FP2030) is a global partnership of governments, civil society, multilateral organizations, donors, private sector, and researchers committed to supporting the rights of women and girls who wish to use contraception. FP2030’s vision is a future where women and girls everywhere have the freedom and ability to lead healthy lives, make their own informed decisions about using contraception and having children, and participate as equals in society and its development. The FP2030 Support Network include five regional hubs: North, West and Central Africa; East and Southern Africa; Asia and the Pacific; and Latin America and the Caribbean, and North America and Europe, led by an Executive Director, supported by an Executive Directorate team, who reports to the Governing Board. The FP2030 LAC hub will be headed by a Managing Director supported by a small team. Save the Children and PROFAMILIA-Colombia working in a collaborative manner have been selected as the host of the FP2030 Latin America & Caribbean Regional Hub. **Role purpose**The LAC regional hub will have a regional Communications and Media Coordinator who will implement the global communications strategy, contributing to FP2030 positioning and visibility in the region, while supporting advocacy and engagement actions. The Communications and Media Coordinator will support the global communications and media strategy, and campaigns development around the hub priorities. This position will ensure the visibility and positioning actions aligned with the regional hub objectives and agenda. |

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| **Principal Accountabilities** |
| Strategic Planning and Management * Create, adapt and implement communications and media strategies aligned with FP2030 global and regional priorities engaging internal and external key audiences.
* Work jointly and provide strategic communications advice to the global and regional leadership team to achieve regional hub objectives.

Ensure adolescent and youth participation in all products and campaigns. * Visibility and External Relations
* Identify the visibility needs for the hub and ensure the development of strategic communications plans to address these needs.
* Produce communications materials and resources such as case studies, brochures, blogs, press releases, presentations, communications toolkits, talking points, reports, among others, for online, print, and social media channels to highlight the regional hub and its impact.
* Work with external vendors as/if needed to print and design products for the hub as well as coordinate media support or other tasks.
* Produce materials in coordination with the global and leadership team for supporting the advocacy and fundraising initiatives.
* Ensure consistent language, tone, and branding for all communications products and platforms through coordination with the Global FP2030 Communications team.
* Support the Hub’s presence and visibility at regional and/or global events.
* Perform other relevant tasks that may be assigned by the line manager.
* Engage regional media outlets and pitch news stories about the hub in LAC in coordination with Save the Children and Profamilia media managers.
* Disseminate available FP2030 communications toolkits and reports, and present reference materials from other partners.
* Analize and identify key data from technical reports to create key messages, press releases and communications pieces to position FP2030 among prioritise audiences.

Programmatic Oversight * Collaborate with civil society partners, including youth led-organizations, consultants, and other staff as needed to advance communications work across the region.
* Provide regular updates on the progress of visibility, positioning, communications and media in the region, including to the Global FP2030 Communications Team, and Senior Leadership as requested; draft content for reports to funders, Senior Leadership, and key external stakeholders as needed.
* Ensure proper dissemination of relevant studies, research, reports and data from the Hub or FP2030, and other stakeholders in the LAC region.
* Ensure YA involvement in the development of advocacy strategies.

Child Safeguarding * Children who come into contact with Save the Children as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of child abuse, sexual exploitation, injury and any other harm.
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| **Budget** |
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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 0Manager of a team: NoTeam Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Regional - LAC |

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| **Travel Requirements** |
| International travel required: YesPercentage of required for travel: 20% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)* FP2030 Global Office communications team
* Save the Children communications team
* Profamilia and ShareNet Colombia communications team

**External*** FP2030 commitment makers
* FP2030 youth organizations and youth network
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| **Competencies** |
| Cluster: LeadingCompetency: Leading and inspiring othersLevel: AccomplishedBehavioural Indicator: Takes a flexible and positive leadership style adapting to a given situation or to the needs of the team.Cluster: LeadingCompetency: Delivering resultsLevel: AccomplishedBehavioural Indicator: Establishes clear and compelling objectives with teams and individuals and monitors progress and performance.Cluster: ThinkingCompetency: Innovating and adaptingLevel: AccomplishedBehavioural Indicator: Openly talks about doing things differently, pushing boundaries and ways of working to drive improvements .Cluster: ThinkingCompetency: Problem solving and decision makingLevel: AccomplishedBehavioural Indicator: Makes informed strategic decisions based on full evaluation of the opportunities and risks of each idea and solution .Cluster: EngagingCompetency: Communicating with impactLevel: AccomplishedBehavioural Indicator: Adapts communication style to maximise support and engagement .Cluster: EngagingCompetency: Working effectively with othersLevel: AccomplishedBehavioural Indicator: Enables people from a wide range of backgrounds and perspectives to contribute to positive outcomes |

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| **Experience and Skills** |
| **Essential*** **Strong analytical and critical thinking, decision-making, and project management skills.**
* **Excellent organization skills, capable of delivering objectives independently.**
* **Excellent writing, editorial editing, and research skills**
* **Excellent oral communications skills including presentations.**
* **Excellent interpersonal skills and cultural competencies.**
* **Excellent attention to detail.**
* **Advanced knowledge and proficiency in the MS Office Suite (Word, Excel, Outlook, PowerPoint).**
* **Knowledge and proficiency with design and editing programs.**
* **Strong time management and prioritization skills and the ability to meet multiple deadlines and deliver objectives on time despite time constraints and pressure situations.**

**Desirable*** Team player with adaptable and pragmatic approach to work, able to work independently as well as with a team.
* Enthusiastic and motivated about FP2030’s vision, mission, and values.
* Politically astute with a good understanding of the bigger picture, culturally sensitive and diplomatic.
* Commitment to community and civil society engagement including the meaningful participation of marginalized communities.
* Passionate about youth involvement.
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| **Education and Qualifications** |
| **Essential*** **Bachelor’s degree or equivalent standard of education required, preferably in communications, digital media, journalism, international relations, global health, or other directly related field or equivalent standard of education.**
* **Postgraduate studies in social or basic sciences, such as communications, international relations, global health, journalism, digital media, or other directly related field, or equivalent standard of education preferred.**
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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse. Level 2: either the post holder will have access to personal data about children and/or young people as part of their work; or the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries).  |

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| **Diversity, Equity and Inclusion and Equal Opportunities**  |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.   We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.  Reasonable adjustments will be made should any candidate invited to interview require this.     |

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| **Version Control and Approval** |
| Version | Date | Author | Reviewer | Approver |
| 3 | January 2025 | Maria Paula Martinez |  |  |