

Job title	Communications Officer
Programme	Ghana Somubi Dwumadie
Location	Accra, Ghana
Reporting to	Communications Manager
Responsible for	N/A
Liaison with	Other members of the programme team and consortium, and members of Options' team based in London
Hours	20 hours per week (to be discussed)
Type of contract	Fixed Term Contract (until 30 th September 2024)
About Options	
<p>We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own work making choice possible around the world.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
Our values	
<p>In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:</p> <ul style="list-style-type: none"> • Our expertise delivers sustainable impact. • Our work generates profit with a purpose. • Through growth and learning, we find new ways to solve complex problems. • We act with integrity, always. • We are building a truly equitable workplace. 	
About the programme	

Ghana Somubi Dwumadie (Ghana Participation Programme) is a four-year disability programme in Ghana, with a specific focus on mental health. This programme is funded with UK aid from the UK government. The programme is run by an Options led consortium, which also consists of BasicNeeds-Ghana, Kings College London, Sightsavers International and Tropical Health, and focuses on four key areas:

- Promoting stronger policies and systems that respect the rights of people with disabilities, including people with mental health disabilities
- Scaling up high-quality and accessible mental health services
- Reducing stigma and discrimination against people with disabilities, including mental health disabilities
- Generating evidence to inform policy and practice on the effectiveness of disability and mental health programmes and interventions.

Main duties

Implement communications strategy under direction of the Communications Manager

- Write, edit, and distribute content, including publications, press releases, blogs, annual reports, speeches, and other marketing materials that communicate the programme's activities.
- Develop creative content for social media to promote key programme activities and impact, eg Instagram reels and Twitter content.
- Maintain effective relationships with journalists and maintain a media database.
- Maintain and update content on website.
- Produce regular internal and external newsletters.
- Take photos at key events.
- Help identify opportunities for external engagement (including events and media).
- Other comms tasks as may be required to support the programme.

Undertake operational and administrative tasks for the communications team

- Maintain photo and video libraries.
- Maintain records of media and social media coverage and collate analytics and metrics.
- Assist Communications Manager in preparing planning and requests for activities as well as documentation for retirement of funds.
- Other office tasks as may be required.

Follow policies and procedures and regulations

- Help to ensure all communication outputs and learnings materials adhere to guidelines on representation, safeguarding, and consent policies as well as branding.
- Ensure that all work is aligned with the Programme's Do No Harm, Safeguarding and Data Protection guidance, as well as Dignity at Work and Equality policies.
- In the spirit of teamwork, provide flexible support to colleagues across Options and the consortium.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Key experience

Essential

- Minimum of 3 years' relevant experience in a communications role.
- Experience working with people with disabilities, including people with mental health conditions.
- Experience in website management.
- An experienced user/content creator for social media.
- Proficient in Microsoft Office, content management systems like SharePoint, and social media platforms.

Desirable

- Knowledge of desktop publishing software (e.g. Adobe Premiere Pro / Photoshop / InDesign).
- Experience in content marketing.

Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

For this role, we're looking for an individual who is:

- Dynamic and creative with the ability to show initiative.
- A team player, providing support and encouragement.
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Customer focused, responsive to changing priorities and demands.
- Excellent verbal, written and interpersonal communication skills
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.
- Demonstrates Options' team member behaviours and professional self-development.

Other essential requirements:

- Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.
- We seek people who are pro-choice, promote diversity and inclusion, are energetic and enthusiastic about Options' vision.
- Commitment to equal opportunities.
- Fluency in written and spoken English.
- Candidates must have the legal right to work in Ghana.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:	Date:
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Version History (For HR use only)	
Date JD reviewed by HR team member:	15/01/2024