

SAMPLE: JOB DESCRIPTION - COMMUNICATIONS OFFICER**INTRODUCTION**

The Communications Officer is an integral part of the project team and will help facilitate interactions with the community.

JOB DESCRIPTION

Core Duties:

- Gather testimony from women participating in the groups across all stages of the project from start to finish.
 - This material will be collected across the entire life of the project and may be in the form of personal journals, photographs, audio/video testimony, etc. All materials will be used to tell the story of the women and their communities, and how the project impacted them.
 - Participants will be selected at the beginning of the project by the Project Officer and Communications Officer, with the help of the respective CBFs.
 - Initial interviews with the women will take place before they begin working on the project. They'll be selected based on the cross section they provide of different stories and personal histories, to ensure that they represent accurately the breadth of experience within the groups.
 - There will be ten groups in the pilot. In total, 8 women will be selected to participate in story gathering activities.
 - In addition to the initial intake interview, the Communications Officer will undertake regular “check-in” interviews with the women as they progress through the project. These interviews will be shorter in length (around 10 minutes) and will serve to provide a snapshot of the women’s progress, experiences, and challenges faced in the project.
 - To accomplish this, the Communications Officer will track the women’s action plans, and will coordinate closely with the CBFs to receive updates on what is happening with the women. The Communications Officer will collect audio and photos of key events in these action plans.

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- Work with project sponsor to produce and share quality audio and digital photo files for publication on the project blog and to receive ongoing training and feedback from project sponsor and the Communications Consultant on the materials created.
- Operate technical equipment in the field, supervise its operation in the field, and make sure any equipment is maintained in a safe and secure environment.
- Regularly communicate in a timely manner with the Communications Consultant and report on the progress of the Communications Strategy as the project progresses.
 - This has a very straightforward purpose of making sure the Communications Strategy continues to work effectively as the project gets under way, and enabling us to adjust it where necessary as changing circumstances dictate.
- Transmit output (the photographs, testimony, etc.), in whatever format it's stored in, to the Communications Consultant.
- Provide additional project support to the Women's Land Rights Project Officer, as required.
- Perform other duties as assigned.