



JOB DESCRIPTION

Job Title:	Communications and Knowledge Management Consultant, Inclusive Food Systems Project (IFSP)
Location:	Abuja, Nigeria
Reporting to:	Programme Manager, Food & Agriculture unit
Line Management:	None

Job Purpose

The IFSP Communications Consultant will support the Food and Agriculture unit in line with ActionAid Nigeria's (AAN's) and IFSP Communication Strategy; plan and carry out public affairs community relations and publicity to influence and inform AAN's Stakeholders, Staff, and Donors in the organisation's thematic areas. S/he will liaise with the communications Coordinator in providing support for the different activities of the project on publications, publicity & press relations to drive the advocacy arm of AAN.

The Communication Consultant is also responsible for assigned communications roles including supporting and executing the project and organisation's communications strategy, support in managing organisation's prioritised social media channels.

Specific Responsibilities:

Communications:

1. Facilitate and ensure delivery of communications requests for the Food and Agriculture unit within the specified timeline
2. Develop and implement innovative and effective communication and media strategies for the unit
3. Support other AAN communications strategies for all initiatives, including fundraising and newsletter publications
4. Responsible for quality assurance of documentation and publishing the unit's and other AAN manuals and publications.
5. Support in building the capacity of AAN Staff and its partners in understanding documentation and communication of AAN's thematic areas.
6. Support the development and strengthening of partnerships among partners, government departments and NGOs for effective collaboration and coordination on strategic national and global concerns.
7. Support content development for AAN policy influencing, website and other social media platform.
8. Support the coordination of ActionAid Nigeria communications hub, ensuring smooth running of operations and tasks as assigned.
9. Oversee production of digital and multimedia communications content to promote AAN's brand, particularly the Food and Agriculture unit.
10. Develop human angle stories from activities covered and from the communities and share with the Communications Coordinator for Newsletter Publications.

Knowledge Management and M&E:

1. Generate regular M&E reports for stakeholders and ensure compliance with donor and organizational requirements.
2. Design and implement M&E frameworks and plans to assess project performance and impact.
3. Generate regular M&E reports for stakeholders and ensure compliance with donor and organizational requirements
4. Any other responsibilities as assigned by the line manager.

Key Working Relationships:

Internal: Entire AAN Staff

External: Smallholder Women Farmers, The Media, Relevant Government Agencies, Donors, Partners, and other stakeholders.

Person Specifications

Attributes/Skills	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • First degree in communications, social sciences or arts/humanities 	<ul style="list-style-type: none"> • Membership of NUJ, APCON and other relevant professional bodies
Experience	<ul style="list-style-type: none"> • At least 3 years work experience 2 of which should be in communication and M&E field in the development sector • Website development and digital communications experience • Capacity building experience, including training and facilitating 	<ul style="list-style-type: none"> • Knowledge of the Agricultural sector • Experience working with the media • Familiarity with popular media sector and previous relationship with same
Skill Abilities	<ul style="list-style-type: none"> • Online i.e. website management and digital communications • Understanding of the role of advocacy work and communication in development. • Strong communication and writing skills • Ability to provide practical solutions within set deadlines. • Good computer skills, especially in the use of publishing tools • Multi-tasking skills • Public Speaking skills • Excellent planning and prioritisation skills • Strong interpersonal skills 	
Personal Qualities	<ul style="list-style-type: none"> • A person of integrity • Creative and takes initiative. • Able to work effectively in a diverse team environment • Willing to work additional hours at crucial times. • A self-motivated person able to work 	

	without close supervision <ul style="list-style-type: none">• Effectively promote AAN's mission, values and objectives	
--	--	--

Signed by:

Communications, M&E Consultant

Signed by:

Programme Manager, Food and Agriculture