

TERMS OF REFERENCE

PROJECT AND COMMUNICATIONS COORDINATOR - GLOBAL

We are looking for a highly motivated and ambitious person to join the Creative Metier team as the Project and Communications Coordinator - Global, based in Nairobi.

Creative Metier are a small, high performing and focussed team of enthusiastic professionals. We are deeply committed to driving positive, inclusive, locally-led change through our work with networks, leaders and organisations. Our focus is on creating social impact through developing innovative and transformative interventions for the people we serve. We seek someone for this role who shares in our ethos and values.

The Project and Communications Coordinator - Global role is challenging and exciting, presenting many opportunities for learning and development. Through this role you will build a deep knowledge and understanding of Creative Metier's work, make a strong contribution to our communications and have an opportunity to develop your career with us. The role will be based in Nairobi, with work primarily focused in the region with opportunities to support international projects.

The objective of this role is to ensure effective and efficient coordination of the projects you will work on, and support communications as part of the wider Creative Metier team. You will also have an opportunity to contribute to Creative Metier's strategy and build relationships with the networks and people we work with.

The role requires someone who is intellectually curious, well rounded, has excellent writing skills, and can work in a fast paced environment. A strong background working to support complex projects in an international organisation is ideal.

CREATIVE METIER

Our vision: People thriving in prospering economies

Our mission: Networks, leaders and organisations drive positive, inclusive, locally-led change

The Creative Metier team works with ambitious networks, leaders and organisations to unlock thinking, catalyse action and accelerate impact.

With a global footprint and a strong presence in sub-Saharan Africa, we:

- Work to accelerate impact
- Work with the full complexity of each situation
- Are fearless in addressing intractable challenges
- Take a long term view to build sustainable change
- Know that people drive effective change
- Recognise that networks have a critical role to play in system level change

SCOPE OF WORK

Project Support

- Provide administrative, logistical and technical support for project development and delivery e.g. materials development (slides, workbooks, etc.), webinars, conferences and meetings
- Work closely with Creative Metier lead consultants to support delivery of assigned local and international projects across Creative Metier's three impact areas. This will include work with multi-stakeholder networks, global coaching skills programmes and organisational strengthening assignments
- Support lead consultants to ensure that everything happens smoothly and on time in complex project delivery

Communication and Media

- Support multi-media content creation and develop copy for the website, social media and other publications

- Organise interviews and podcasts with direction of Creative Metier team members
- Develop and draft case studies and stories that demonstrate the impact of our work

Travel Coordination

- Travel booking including visa applications, flights, transfers and hotels
- Preparation of itineraries and travel packs

Other Responsibilities

- Make a general contribution to the overall work of the Creative Metier team
- Provide general administrative support to the Creative Metier team
- Comply with internal policies and processes
- Develop personal consulting skills and experience in line with Creative Metier approaches

KEY COMPETENCIES

Role Specific Competencies

- Highly organised, proactive and able to prioritise work and plan ahead
- Articulate and able to communicate easily with people of varying backgrounds and seniority in a professional manner
- Well-rounded, curious and eager to learn
- Agile and personable
- Able to take on varying levels of responsibilities and challenging tasks with a strong ability to prioritise and communicate effectively
- Confident in working calmly under pressure and to tight deadlines
- Delivers with a high standard of accuracy and consistent attention to detail
- Ability to use own initiative
- Determination to see tasks through to completion and willingness to persevere with challenges
- Methodical and thorough approach to work

General

- A high level of integrity and professionalism; committed to Creative Metier's values
- Able to communicate to a global standard in all aspects of work; written, presentation, face to face, remote, in line with the Creative Metier brand
- Delivers with a high standard of accuracy and consistent attention to detail
- Adaptable to change in a complex environment
- Able to remain calm and focused and to give clear direction and take decisive action in challenging contexts
- Collaborative
- Ability to follow through on projects/tasks from inception to completion with high standards of quality
- Highly sensitive to culture, nuance, politics and personal circumstances
- Establish and maintain professional and appropriate relationships with Creative Metier stakeholders
- Exercises discretion when coming into contact with confidential and sensitive information

PERSON SPECIFICATIONS (MINIMUM REQUIREMENTS)

Education/Qualifications

- Minimum of a bachelor's degree in business studies, management studies, international development, communications or other social science

Experience

- A minimum of three years' experience in a similar role in a fast paced environment, in international development or a related field

Skills and Attributes

- An interest and willingness to learn and build skills across our impact areas, networks, organisation strengthening and/or coaching
- Outstanding Microsoft Office skills including Word, Excel, PowerPoint and Outlook
- Excellent written and spoken business English; high levels of accuracy
- Fluency in online collaborative tools (Miro, Mural, Google Drive, One Drive etc.)
- Experience with providing virtual meeting assistance on various online platforms (Zoom, Google Meet, Microsoft Teams etc.). Training will be given on specific tools if needed

Working Style

- Must be able to work effectively without direct supervision
- Must be able to work virtually and with a globally dispersed multi-location team
- Should be flexible and willing to take on additional responsibilities in support of Creative Metier's broader work as required

TIMELINE

This is a contract role. It is expected that the work will commence in July 2021 for an initial period of six months.