



## **Communications Officer Job Description**

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### **Organisation Background**

Sanitation First is a world leader in ecological sanitation (EcoSan) technology. It installs EcoSan toilets in slum areas where no provision exists, and converts the waste into valuable compost for sale.

Its programmes have been shown to dramatically reduce the incidence of diseases and hence the work and school days lost to illness. Because families require fewer medicines, and are able to do more work, the cycle of poverty is broken.

Sanitation First has proven its program in Pondicherry, India and has just agreed a significant expansion of its work with the Corporation of Chennai.

Reporting directly to and working closely with the Chief Executive this role is extremely varied with an expectation that the post holder is flexible enough to be able to adapt quickly to a wide range of tasks.

### ***Job Summary***

- To develop and deliver a range of communications to increase awareness of the charity and motivate donations.
- To support the Chief Executive on a day to day basis, taking on tasks as time and ability allows!

### ***Main duties and responsibilities***

- Promote the charity's reputation as a leading voice in the field of sustainable sanitation solutions
- Manage the website to produce an effective fundraising/giving platform
- Produce a monthly blog as the core for the communications content including email newsletter and social media
- Create compelling stories to demonstrate the impact of our work on communities and individuals
- Assist with the production of dynamic fundraising proposals

- Work with fundraising and operations to improve case study collection and produce effective feedback for donors
- Develop schools fundraising income streams, producing on and offline resources
- Keeping abreast of current trends and developments through Sanitation Updates, SuSanA etc.
- Assist with office admin where requested, e.g. recording payments etc.
- Support other team members with travel arrangements etc.
- Update databases
- Manage social media platforms (Twitter, Facebook, Instagram, YouTube, LinkedIn)
- Create presentations, posters, itineraries, leaflets, and other communicative documents
- Assist with multimedia projects e.g. video
- Assist with the development of campaigns (e.g. Hey Pottymouth!)
- Support/assist team members with a variety of tasks/projects/deadlines in the role of PA/admin assistant e.g. booking travel arrangements

*In addition to the above, if time allows:*

- *Manage the major donor communication plan*
- *Produce project reports to feed back to donors and for other distribution*
- *Manage and build the current database/ mailing list and work proactively to maximise the potential income from this source*
- *Prepare reports; monitor income and expenditure*