

## **Africa Coal Network (ACN) Communications Coordinator**

**29 April 2024**

### **JOB DESCRIPTION**

#### **Africa Coal Network (ACN) Communications Coordinator**

African civil society movements must ensure that there is a just transition to Renewable Energy (RE) in a democratic manner, serving Africa and its development first. The call for a just transition must be people led and based upon the principles of environmental justice, which strive for a regenerative economy for all Africans. Initiatives are already advocating for RE; however, coal, oil and gas remain entrenched in various geographies in Africa. Coal and associated fossil fuels have already devastated communities and ecosystems across the continent. It is necessary to push for justice for these communities and, at the same time, to push back against the expansion of fossil fuels. While Africa is not the largest coal producer or consumer globally, it is at a stage of critical decision-making. The next five years will define whether Africa's energy trajectory will be coal and fossil fuel dependent, or whether it will shift towards RE based on a just transition.

The position of the Africa Coal Network (ACN) Communications Coordinator has become available. This pivotal role is intended to link the different initiatives in Africa and ensure cohesion between different campaigns and struggles, aiming to stop coal development and, when relevant, gas and oil, and ensure justice for communities and workers already impacted. The Communications Coordinator, based in the African region, will be managed by a host organisation and take direction from and report to the ACN Coordinator.

#### **About groundWork (Friends of the Earth, South Africa), the host organisation to ACN**

groundWork is an environmental justice organisation working through the lens of a Just Transition and Open Democracy. We work with communities to resist dirty energy and toxic production, build local alliances with workers for a Just Transition, and advocate for Open Democracy. groundWork achieves its environmental justice objectives through six thematic campaigns or programmes: 1) Climate and Energy Justice; 2) Coal; 3) Waste; 4) Environmental Health; 5) Communications; and 6) Environmental Justice Education. groundWork's Coal campaign hosts and supports the work of the Africa Coal Network (ACN).

#### **About the position of ACN Communications Coordinator**

The ACN Communications Co-ordinator will lead the strategic communications of the ACN and align with the groundWork communications team and the communication co-ordinators of partners and network members to amplify the voices of the ACN members and country chapters across Africa. The ACN Communications Coordinator will report to the Africa Coal Network Coordinator and be accountable to the ACN Convening Committee.

The incumbent in this role will implement the ACN's communication strategy, coordinate information sharing and interaction among network members, and ensure the production and dissemination of its communications outputs including in live and online spaces.

#### **Key Responsibilities**

### ***Network and Campaign Coordination***

- Coordinate communication-related activities between network members, country chapters and working groups; and
- Liaise with ACN and groundWork communications staff and relevant people in partner organisations.

### ***Communication Coordination***

- Lead the development of an integrated communications strategy for the ACN;
- Coordinate the implementation of strategic communications campaigns, in collaboration with regional partners, groundWork's campaigners, and community partners;
- Media liaison and the preparation of media releases, statements, and other communications outputs;
- Handle media relations for key events;
- Coordinate the production of ACN's communication assets and its contribution to official network publications, including newsletters, annual reports, digital content etc;
- Coordinate the production and dissemination of ACN's IEC support materials;
- Translation of communications into French, Portuguese, and other relevant languages.
- Liaise with interpreters and translators and arranging interpretation services for webinars and events.

### ***Social media and digital content***

- Plan and deliver ACN content across WhatsApp Platforms and other relevant social media platforms;
- Manage the day-to-day handling of ACN's social media channels, including monitoring and engaging with network members and key audiences;
- Write engaging copy for WhatsApp and social media, email and relevant digital platforms as required;
- Work with the groundWork Communications team and partner Communications co-ordinators to coordinate timing and dissemination of campaign communication.
- Work with the groundWork Communications Team to develop a content strategy and schedule for ACN; and
- Curate ACN's digital content across channels, working closely with the groundWork and network's communications co-ordinators.

### ***Reporting, Monitoring and Evaluation and Capacity Building***

- Participate in building campaign communications capacity among the network and community partners to
  - expand the knowledge base on a Just Transition, Renewable Energy, coal, and fossil fuels phase-out;
  - mobilise community agency through communication;
- Report on monitoring, evaluation, campaign lessons and results,
- Contribute ACN content to quarterly newsletters, annual and donor M&E reports.
- Monitor and track and report on ACN communication reach, engagement, and audience impact.

## Required Skills and Qualifications

- A commitment to the work of the ACN.
- A relevant graduate qualification in journalism, communications, English, or media studies.
- At least 3 years' experience in campaign communications; experience in the non-profit environmental justice sector will be an added advantage.
- A firm grasp of social media platform tools and digital campaigning.
- Strong organising and coordination skills that ensure high quality, time bound deliveries must be met.
- Media relations experience and experience in community media relations.
- A knowledge of fossil fuels and their impact on local communities.
- Experience in producing campaign communications, for a variety of audiences including industry, government, and communities affected by environmental injustice.
- Experience in working in multi-country campaigns and in local contexts.
- Experience in writing campaign messages and communication statements, for external audiences.
- Excellent oral and written communication skills in English; fluency in French or Portuguese will be an advantage.
- Excellent interpersonal skills over email, by phone and in person.
- Being motivated to exchange information with and learn from colleagues and movements.
- A sensitivity to inequality, social issues, and the needs of communities impacted by environmental injustice, driven by a passion for social and environmental justice.
- A commitment to diversity, inclusion, equity, and transformation.
- Cultural sensitivity, the ability to work with colleagues in different locations, and a demonstrated ability to work successfully with diverse constituencies.
- Being willing to work as part of a dynamic and varied team.
- Demonstrated computer literacy, including Microsoft office, web-based systems such as SharePoint, Google Drive, and Teamwork.
- A current driver's license (Code 8)

groundWork is committed to diversity, inclusion, equity, and transformation. The ideal candidate will be a black woman, but we will not rule out other suitable candidates.

**Starting date:** 1 July 2024

**Location:** The position can be based in any relevant country on the African continent. It will include travel within Africa and internationally. Suitable applicants from across Africa are encouraged to apply.

**Application process and timeline:** Please send your CV (maximum 3 pages) and a motivation letter (maximum 1 page) to [tracy@actionappointments.co.za](mailto:tracy@actionappointments.co.za) by close of business (17h00 SAST) on **Friday 10 May 2024**. Shortlisted candidates *only* will be notified by Friday 24<sup>th</sup> May 2024. Shortlisted candidates will have to prepare a short presentation as part of the interview process and will be notified of the topic and content. Interviews will be scheduled for

27-29 May 2024. The successful candidate will be notified on Thursday 30 May 2024, and the relevant Credit, Criminal and Qualification checks will be conducted.

**-Ends-**