Job Specification: Government Relations Coordinator (U.S.)

Department: Government Relations and Partnerships
Scale: UK3
Line managed by: Government Relations Manager (U.S.)
Responsible for line managing: n/a
Location: MAG Manchester

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

Job Purpose:

Working closely with country programmes, MAG U.K. and MAG America, ensure the delivery of high-quality reports, visibility and communications materials for MAG's U.S. funded activities. Ensure effective and high-quality engagement is achieved through the development of communications plans, social and digital media content. Support on awareness-raising activities that profile U.S. funded projects. Ensure high-quality reports showcase MAG's life-saving work around the world.

Support the Government Relations Manager (U.S.) and the Head of Government Relations to deliver communication and visibility related initiatives designed to ensure the strategic growth of the organization through business development.

This is a unique role, allowing the post-holder to work in a multi-disciplinary environment with colleagues across teams, countries and time zones. This role is suited to a proactive, confident and detail-focused individual.

Job Description

Contract management

- Support the coordination of a portfolio of existing contracts with regards to reporting, communications and visibility requirements
- Coordinate timely delivery of high-quality reports and communications materials, including case studies, social media and web content, and basic graphics for reporting on U.S. funded projects
- Inform relevant stakeholders of compliance requirements with donor contracts with regards to communications and visibility requirements
- Work with partners and sub-contractors to ensure effective communications and visibility materials
- Work with programmes and other internal stakeholders to monitor key contract deliverables
- Act as point of contact for internal and external queries relating to U.S. contracts in terms of communications and visibility, and ensure that information acquired about these activities is managed and disseminated appropriately
- Correspond with donor representatives and partners, including consortia, on issues relating to contracts

Donor management and engagement

- Establish, maintain and manage relationships with MAG America and key U.S. donor contact points, ensuring regular, transparent and effective engagement
- Travel to represent MAG to donors, partners and authorities where required
- Support MAG's country programmes in the delivery communications and visibility activities that realise donor objectives and go on to secure continuation and growth of existing business relations
- Support the development of, or develop where necessary, communications materials, infographics and other relevant inputs for proposals, concept notes and tenders

Media and Communications engagement and strategy

- With the support of the Government Relations Manager (U.S.) and the Communications team, support MAG's media engagement strategy, providing materials for journalists and helping to maximise media opportunities to highlight U.S. funded projects
- Liaise with the communications departments in the relevant U.S. agencies and in country embassies to make sure priorities and key messaging are aligned
- Support programmes hosting high level country visits from U.S. representatives to ensure that the visit is properly spot lighted in the relevant media and in MAG's internal and external communications.
- Support the response to media enquiries with regards to U.S. funded programmes in a timely manner

Communications and media content planning and production

- Under the direction of the Government Relations Manager (U.S.), with input from MAG America and the Communications and Advocacy team, support the development of high-impact stories and campaigns to promote MAG's U.S. funded work across news and features, as well as our own channels, including fundraising and policy and advocacy work
- Plan ahead for key communications, updating MAG's editorial calendar with reporting requirements and ensuring internal stakeholders are aware in advance of reporting needs
- Develop ideas for proactive communications moments in relation to U.S. programming
- Work with the communications team and country programmes to compile photographs and case studies of the highest quality to be submitted to donors for their annual reports
- Draft text as required to provide input into press releases, reactive statements, op-eds, blogs, journal articles, and social media posts
- Create engaging written and visual posts and content for social media to engage our key audiences and grow new ones, including videos, text, images and infographics
- Working across the team, build a database of U.S. funding related case studies and identify potential spokespeople for media stories
- Provide content for media briefings to HQ and international programme staff when necessary, including 'talking points' for blogs, op-eds and feature articles.
- Maintain and update online content relating to U.S. programmes
- Ensure that MAG's visual and ethical guidelines are followed and that relevant permissions are gathered
- Ensure case studies and multimedia content are uploaded to MAG's photo and video library in an organised and timely manner

General

- When required, travel to MAG programmes to gather content and support programmes with visibility and communications training (this may include occasional out-of-hours working)
- Contribute to managing MAG's and MAG America's social media accounts
- Collaborate with fundraising team on media appeals
- Write and edit blogs, articles and social media posts as required
- Work collaboratively with colleagues in the Government Relations and Partnerships team to rotate key ongoing tasks e.g., meeting chairing, note taking, internal report collation
- Other ad hoc duties as required.

All HQ staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Experience of gathering and editing high-quality case studies
- Experience in producing high quality digital and print materials
- Experience of creating social media content, web content and managing web pages
- Experience of creating briefing materials for journalists and visitors
- Experience in managing content gathering and production across multiple internal and external stakeholders

Essential Skills and Knowledge

- Excellent writing and editing skills with expert ability to analyse complex issues and translate them into engaging messages
- Strong organisational and project management skills
- Ability to create impactful social media and web content
- Excellent interpersonal and relationship-building skills
- Ability to collate and present key information to different stakeholders

Essential Aptitude

- Strives to achieve excellence, exceed expectations, and work collaboratively to meet MAG's strategic goals
- Can represent and promote MAG at various levels
- Can think and work independently, proactively and creatively to prioritise and meet strict deadlines
- Passion for communications, digital, news and media as well as an interest in international development
- Can network and establish good working relationships with a variety of contacts.

Qualifications

- Qualification in a relevant discipline, such as journalism, media, communications etc, or international development.

Desirable

- Experience in donor reporting and contract management
- Experience in training and capacity development of others
- Experience of working in a multi-disciplinary environment, across multiple teams in different time zones

- Working within a charity or not-for-profit environment
- Experience of winning and working on successful media appeals
- Experience of concept note and proposal writing, and tender applications
- Video and audio editing experience
- Knowledge of website content management systems
- Knowledge of photo editing, Canva, InDesign or other publishing software

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Signed employee:	**Date:**
Signed manager:	**Date:**

August 2022