

Terms of Reference
Communications Advisor

BACKGROUND

LAW is an independent, non-profit organisation comprised of human rights lawyers working in fragile and conflict affected areas in the Middle East, Africa and South Asia. We have a particular focus on gender equality and sexual and gender-based violence, natural resource exploitation, rule of law and accountability, and transformative justice, working to bring justice to those who need it most. LAW's ground-breaking work has received international and local media coverage, and recognition.

Lebanon Programme

Since August 2020, LAW is implementing a project "Equality through Legal Action" funded by the Dutch Embassy in Beirut. The overall objective is to achieve equality before the law, attitudinal change and legal redress for individuals and groups who are discriminated against in Lebanon.

The project is led by LAW along with two local partners, HELEM and Anti Racism Movement (ARM). The specific objective is to address serious discrimination and human rights abuse and violations based on immigration status, nationality, gender or sexuality in Lebanon and empower victims and survivors to meaningfully participate in effective access to justice and legal change.

LAW is focusing on the provision of legal aid to LGBTQI community, Migrant Domestic Workers and stateless persons in addition to support marginalised GBV survivors in Lebanon.

POSITION DESCRIPTION

Reports to:

Lebanon Programme Manager

Duration:

1st November 2020 - 31st October 2021

Location:

Beirut office with frequent field visits.

Hours:

Full time/ 40 hours per week

Functions/ Key Deliverables

The communications specialist is required to emphasize LAW's activities and impact; and project targets in accordance with the programme objectives set out below:

Global

- Draft press releases articulating LAW impact and achievements effectively
- Collate successful stories across LAW office to showcase and promote key messaging on various platform and channels including social media and LA website
- Prepare and conceptualize infographics and visuals based on program activities
- Comply with the Dutch communication guidelines in coordination with the partners;

Programme

- Design and develop posters, logos, infographics, videos, and other designs as per the programme requirement
- Monitor, review and edit (communications, messaging, platforms, media channels such as video, infographics) designs according to feedback
- Undertake necessary research and follow-up on trends;
- Tailor and package key messages to promote objectives;
- Provide biweekly reports of deliverables detailing progress against workplan
- Conduct field visits and take professional photos for championing and profiling successful stories and social media posts;
- Any other task requested from the line manager.

Experience, Skills and Qualifications Required:

- Bachelor degree in communications, journalism or similar relevant field;
- Solid experience in graphic design programs
- Demonstrated experience of at least three years working in a relevant department/function within a national organization
- Ability and experience in photography and videography, designs and infographics;
- Excellent coordination and teamwork skills;
- Ability to adhere to tight deadlines and flexibility
- Strong communication and interpersonal skills and ability to work on own and take initiative and propose ideas;
- Track record of, and relevant experience working on programmes with international NGOs, humanitarian and/or advocacy projects;
- Excellent oral and written communication skills in English and Arabic with the ability to clearly articulate information to various audiences and stakeholders.

Travel within the country may be required.

Deadline for applications: 8th November 2020

Start date: Immediate start

How to Apply:



If you are a communications specialist that can support our work via stories, visual content, Infographics then this is the right opportunity for you.

Please apply by sending an email with a CV and statement of interest in English (neither exceeding 2 pages of A4) on or before 8th November 2020 to recruitment@legalactionworldwide.org

The subject of the application should read '**Communications Advisor**'.

- Only shortlisted candidates will be contacted for interviews.
- LAW is an equal opportunity employer.
- Women are particularly encouraged to apply.