



JOB DESCRIPTION

Part time Communications Officer IBE Africa

Job Ref: IBE Africa Communications Officer

Type: 12-month Part-Time/Job-Share option may be considered for the right candidate.

Location: Based in Africa Remote working

Closing Date: January 31st 2025

Background

The International Bureau for Epilepsy was established in 1961 and has grown to over 160 chapters in over 110 countries all around the globe. The Bureau is the recognised international umbrella body representing national epilepsy organisations that have a specific interest in improving the social condition and quality of life of people with epilepsy and their carers. IBE launched an exciting new strategy in 2022, which is focused on ensuring epilepsy is a global health priority, that we are empowering and amplifying the voices of people with epilepsy and that we are serving and supporting our chapters across the world.

We are a small, passionate, and ambitious organisation, engaging with people with epilepsy, their families and epilepsy organisations in different countries on a daily basis. We are dedicated, we are determined, and we are looking for a creative, and technology proficient, self-starter who works well independently but who is also prepared to get involved across the organisation's activities to join our team as Communications Officer.

This role is varied and is designed to support the development and professionalisation of our internal and external communications infrastructure – resulting in increased visibility for IBE Africa, raised awareness for epilepsy and more engagement with relevant high-level stakeholders and our wider community.

This is a great opportunity for someone who wants to make a real impact for those living with epilepsy worldwide.

Role Description

Working closely with IBE's Regional Programs Coordinator, the Communications Officer will be responsible for developing and implementing effective communication strategies to increase awareness of epilepsy and advance IBE's mission in Africa. Key responsibilities include:

Content Creation and Management

- Develop and implement a content strategy , including proactive content generation and editing for IBE’s social media channels, website and newsletter(s) and other publications.
- Create engaging and informative content for IBE's website, social media channels, newsletters, and other publications.
- Edit and proofread all communication materials for accuracy and clarity.

Campaign Support

- Support the coordination and roll-out of the annual #50millionsteps Campaign, and International Epilepsy Day.

Resource Development

- Develop high-quality promotional materials, including brochures, presentations, and impact reports, ensuring a consistent brand identity.
- Develop materials and resources to support/promote IBE projects and initiatives in Africa e.g. promotional brochures, impact reports, etc. – ensuring a clear and consistent visual identity.
- Support the IBE leadership and staff team with the development of communication resources to enable their work e.g. PowerPoint presentations.

Website Management

- **Manage the technical aspects of the IBE website, including content updates, plugin management, and troubleshooting.**
- Other duties as assigned.

Skills & Experience

- A degree (or equivalent) in Communications or related discipline – or comparable work experience.
- Fluency in English.
- **CMS and Website Management:** Proven competence in using CMS tools and managing WordPress dashboards, including plugins like Elementor, Yoast SEO, and WPForms, along with troubleshooting common errors and ensuring security.
- **Design Tools:** Proficiency with design software such as Canva and Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- **Media Production:** Experience with media production, including photography, videography, and audio editing for podcasts.
- **Webinar Hosting Platforms:** Familiarity with hosting and managing webinars on platforms such as Zoom, Microsoft Teams, and Google Meet.
- **Copywriting:** Demonstrated ability to create engaging website content, newsletters, and reports.
- **Editing and Proofreading:** Strong skills in editing and proofreading publications, with experience using tools like Mailchimp for newsletter creation and distribution.

Desired Qualities

An understanding of epilepsy and its impact on people with epilepsy and their families, and an enthusiasm to expand your knowledge.

An ability to:

- Prioritise own workload effectively, as part of a small team, and willing to support others to meet challenging deadlines.
- Work independently in a remote working environment.
- Build and maintain positive relationships with colleagues, our community and a range of stakeholders.

Application Process

Please send a one-page letter of motivation and a short 2-page CV (maximum) to IBE's Regional Coordinator, Action AMOS at: **amos_action@yahoo.co.uk**

Use the following subject line in any job-related correspondence: IBE AfricaCommunications Officer

The deadline for applications is January 31st 2024.