

Title: Campaign Assistant - Consultant
Contract type: Consultant, part time
Contract duration: 9-month consultancy contract (part time, April - November 2020)
Reporting to: Policy and Campaigns Manager
Start date: April 2020
Location: Home-based. UK/Switzerland preferred, applicants elsewhere will be considered
Application deadline: 22 March 2020

About the NCD Alliance

Founded in 2009 by four international NGO federations – the International Diabetes Federation, the International Union Against Tuberculosis and Lung Disease, the Union for International Cancer Control, and the World Heart Federation – the NCD Alliance (NCDA) is a unique civil society network leading the way to a world free from preventable suffering, disability and death caused by non-communicable diseases (NCDs).

The NCD Alliance is at the forefront of elevating NCDs onto the global health and development agenda. NCDA's strong global network includes over 60 national and regional alliances; strategic relations with the World Health Organization, UN, and governments; and staff in Geneva, London and New York. Our network includes global and national NGOs, scientific and professional associations, academic and research institutions, private sector entities and dedicated individuals.

The NCD Alliance's activities aim to influence policy, raise awareness of NCDs, broker knowledge and good practice in policies to prevent and treat NCDs, and support capacity development of NCD civil society organisations and alliances to effectively and sustainably stimulate government action and ensure accountability for NCDs. Our advocacy achievements to date include supporting the adoption of landmark political commitments on NCDs – including those from the UN High-Level Meetings on NCDs in 2011, 2014 and 2018, the global 2025 NCD targets, NCD-related targets in the Sustainable Development Goals and the declaration of the UN High-Level Meeting on Universal Health Coverage in 2019.

The first Global Week for Action on NCDs, an initiative led and coordinated by NCD Alliance, was strategically timed in advance of the third UN High-Level Meeting on NCDs in 2018, responding to an appetite in the NCD movement to mobilise under the unifying theme: *ENOUGH. Our Health. Our Right. Right Now.* The 2018 Week for Action on NCDs campaigned globally and nationally for a transition from commitment to action beyond the 3rd HLM on NCDs. Member and supporter activities in 2018 and 2019 included walks, meetings, sport matches, health promotion and health clinics in communities and workplaces, and media campaigns.

The third **Global Week for Action on NCDs - 7-13 September 2020** will build on the success and enthusiasm of the first two Global Weeks for Action on NCDs. The year 2020 marks the beginning of a five-year countdown to the next HLM on NCDs, and coincides with the launch of the NCD Civil Society Compass for Bridging the Gap between commitments and progress. The compass outlines five key gaps to progress: accountability, leadership, community engagement, care and investment, and proposes possible actions for civil society to accelerate progress toward 2025 and 2030 SDG targets for NCDs.

The third Global Week for Action on NCDs in 2020 will focus on **Accountability**. Accountability is a cyclical process of monitoring, review and action, including data and surveillance systems, and it is crucial to fill the void between political promises, plans and rights, and effective NCD policy implementation, programmatic change and tangible impact. In addition to global and national processes, independent civil society-led accountability mechanisms can help close this gap and accelerate effective action.

Job description

The *Campaign Assistant - Consultant* will support delivery of the third Global Week for Action on NCDs in 2020, a campaign mobilising advocates globally to ensure NCDs are given the priority they deserve. The successful consultant will have demonstrable relevant experience and skills in social media and WordPress website administration, and strong written communication skills.

With the Global Week for Action on NCDs, an increasingly key milestone in the annual advocacy calendar for NCD prevention and control, this is a terrific opportunity for a junior campaigns professional to support a young initiative and the advocacy and campaign efforts of thousands of people in dozens of countries, particularly 65 national and regional NCD alliances, and people living with NCDs.

As the Campaign Assistant - Consultant, you will work closely with the Policy and Campaigns Manager; communications, capacity development, and memberships and partnerships teams; and support the following campaign-focused activities:

Main responsibilities

- Assist with the development and implementation of the Global Week for Action on NCDs, including campaign project timeline, deliverables, identification of indicators, and preparation of final report.
- Work across the NCD Alliance team, and with members of our network (particularly national and regional alliances and people living with NCDs), to leverage the Global Week for Action on NCDs for advocacy and impact with supporting resources and information, and to maintain a complete record of engagement.
- Assist with engaging and supporting NCD Champions and Voices of Change, ensuring that their contributions are integrated into wider communications.
- Support the administration of any potential small grants and/or awards provided to member alliances to undertake specific Global Week for Action on NCDs activities.
- In collaboration with other team members, develop messages and updates for our news, social media and broader campaign promotion.
- Support development and dissemination of resources including a campaign toolkit, media releases and templates, and social media content and templates.
- Work with communications team and website developer to refresh and update the campaign website.
- Work with communications team to maintain up-to-date the campaign website, including information, events, resources, and news.
- Provide regular updates and input for NCD Alliance news, newsletters, webinars, social media, and campaign website contributors and subscribers, complying with latest privacy legislation (GDPR).
- Work with communications team to leverage NCD Alliance website and social media accounts, and gather analytics relating to the Week for Action on NCDs, including #ActOnNCDs, leveraging strengths and suggesting improvements.

Experience and skills:

You possess:

- Training in an area relevant to the job e.g. communications, marketing, political sciences, global health and development (required).
- Experience working on advocacy campaigns in a related field (required).

- Experience working on NCDs or in a related field (desirable).
- Demonstrable skills in growing and engaging networks through social media (Twitter, Facebook, YouTube, Instagram, LinkedIn) (required).
- Fluency in English (written and spoken required); French and/or Spanish (desirable).
- Demonstrable working knowledge of web and software, including WordPress, Adobe Creative Suite, Google Drive, Microsoft Office Suite, and website and social media analytics tools. (required)
- Graphic design knowledge (desirable).

You are:

- Keen to work in global health and development, and develop skills in communications and campaigning with mentorship from experienced advocates.
- Energising and motivating in your style of communication.
- Proactive, organised, fast learner.
- Efficient, effective and methodical in managing time and deliverables.
- A self-starter with creative and innovative ideas to inspire and drive action.
- Collaborative and a team-player, willing to work across time zones to achieve team objectives.
- Able to work sensitively in a multicultural setting and with people and organisations representing those living with NCDs.
- Able, if applying as a remote worker, to put us in touch with a reference who can vouch for your ability to work effectively with remote guidance.
- Flexible: while part time over nine months, the time commitment required will vary depending on proximity to the Week for Action on NCDs; however, we are open to discussing how you spread your time across each week

How to apply:

To apply please send a cover letter (no more than two pages) and Curriculum Vitae reflecting on how you can meet the role's duties and responsibilities, skills and attributes, and requirements; up to four examples of relevant written and visual work from your portfolio, and contact details of two references to info@ncdalliance.org with *Campaign Assistant - Consultant* in the email subject.

Please note:

- As a contracted consultant, you will be required to use your own computer hardware, and be responsible for your own tax and other statutory obligations.
- This role is 50% full time equivalent from April to November 2020 inclusive. Your time commitment may vary based on workload and campaign phase and will be agreed in advance of your commencement.
- Visa support cannot be provided.
- In this role, travel is unlikely.

Closing date for applications: 22nd March 2020. We regret that we are only able to contact shortlisted candidates.