



**Vacancy Announcement:**  
**Communications Manager**

<b>Title:</b>	<b>Communications Manager</b>
<b>Contract Type:</b>	<b>Employee, full time</b>
<b>Contract Duration:</b>	<b>Permanent</b>
<b>Reporting to:</b>	<b>NCD Alliance Communications Director</b>
<b>Start Date:</b>	<b>1 March 2021</b>
<b>Location:</b>	<b>Combination of home-based and working from the London office (pending COVID-19 restrictions)</b>
<b>Application Deadline:</b>	<b>23 January 2021</b>

- *Are you a creative communicator with a track record of effectively translating complex information from diverse sources into polished and compelling written and visual content?*
- *Do you have a passion for global health and development, improving the lives of people everywhere, and holding governments accountable for their commitments?*
- *Would you like to be part of a young, dynamic, and impactful global NGO seeking to ensure people everywhere can enjoy a life free from preventable suffering and death due to noncommunicable diseases like cancer, diabetes, cardiovascular disease, lung disease and mental health conditions?*

**About the NCD Alliance**

The NCD Alliance (NCDA) is a registered non-governmental organisation (NGO) based in Geneva, Switzerland, dedicated to supporting a world free from preventable suffering, disability and death caused by noncommunicable diseases (NCDs). Founded in 2009, NCDA brings together a unique network of over 290 members in more than 80 countries into a respected, united and credible global civil society movement. The movement is unified by the cross-cutting nature of common risk factors including unhealthy diets, harmful use of alcohol, tobacco use, air pollution and physical inactivity, and systems challenges which contribute to chronic NCDs such as cancer, cardiovascular disease, chronic lung disease, diabetes, mental health conditions and neurological disorders.

Over the last decade, NCDA has built up a track record in global advocacy, leading campaigns that have resulted in heightened political commitment for NCDs as a health, poverty and sustainable development issue. NCDs and poverty are uniquely intertwined – poverty contributes to the burden of NCDs, with lack of access to health care and increased exposure to risk factors, and the long-term treatment that is required to manage NCDs push people further into poverty. NCDs also further exacerbate poverty due to loss of productivity and sustained employment. NCDA has further elevated NCDs as a poverty and development issue through its advocacy for NCDs as a core element of the Sustainable Development Goals (SDGs), highlighting the links between NCDs and SDGs such as education, gender equality, sustainable cities, and reducing inequalities.

Our achievements to date include supporting the adoption of landmark political commitments on NCDs – including from the UN High-Level Meetings on NCDs in 2011, 2014 and 2018, the global 2025 NCD targets, NCD-related targets in the SDGs and the declaration of the UN High-Level Meeting on Universal Health Coverage (UHC) in 2019.

NCDA's strong global network includes national and regional alliances around the world; 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.

NCDA's initiatives aim to support capacity development of NCD civil society organisations and coalitions at national, regional, and global levels, stimulate government action and ensure accountability for NCDs. Today, NCDA mobilises a network of 65 national and regional NCD alliances around the world. Its campaigns such as the Global Week for Action on NCDs strengthen a unified civil society NCD response via strategic advocacy and coalition building efforts, through a whole-of-society approach that fosters the meaningful involvement of youth and people living with NCDs (PLWNCDs). The *Our Views, Our Voices* initiative is a flagship initiative of the NCDA and PLWNCDs, dedicated to promoting the meaningful involvement of PLWNCDs in the NCD response, and supporting and enabling individuals to share their views to take action and drive change.

### **Job description**

We are looking for a Communications Manager to join our dynamic team of 16 staff located across 3 offices (Geneva, London, and New York). The Communications team is currently composed of a Communications Director based in Barcelona and a Communications Officer based in London.

The Communications Manager will report to the Communications Director and will support design and implementation of NCDA's communications strategy, including managing [ncdalliance.org](http://ncdalliance.org), NCDA's media relations work, and providing support to social media and email marketing platform operations.

This is an excellent opportunity for candidates passionate about communications; working for a respected civil society organisation; engaging with inspiring advocates, national and regional stakeholders; and getting involved in priority NCD-related global health and development issues.

## **Main duties and responsibilities**

- 1 - Collaborate with Communications Director to develop and implement an effective communications strategy.
- 2 - Write, edit, and publish compelling content, including news, blogs, press releases, social media messages, statements, talking points for spokespersons, and other marketing material that communicates the organisation's activities and campaigns.
- 3 - Provide editorial support for NCD Alliance publications such as the Annual Report, publications, and policy briefs, as well as audio-visual productions.
- 4 - Manage [ncdalliance.org](http://ncdalliance.org), liaising with the platform service provider and monitoring service to ensure a smooth operation in three languages (English, French, and Spanish).
- 5 - Design and implement digital communications plans to promote NCDA events and launches of publications and campaigns.
- 6 - Manage NCDA's pool of consultants (writers, translators, digital editors and multimedia specialists, graphic designers, and illustrators).
- 7 - Support implementation of the media relations strategy, including contacting journalists, updating lists of contacts, drafting key messages and media advisories, organising media tele-briefings and press conferences, and monitoring impact.
- 8 - Support implementation of the social media and email marketing plan.
- 9 - Support planning and implementation of the Global Week for Action on NCDs, including drafting and publishing campaign materials.
- 10 - Provide support to CiviCRM operation.

## **Skills and competencies**

### **Essential:**

- Bachelor's degree or equivalent in an area relevant to the job description e.g. communications, marketing, journalism, with an interest in global health and development.
- Minimum of 8 years of experience working in a related field, NGO or membership organisation, multilaterals or private sector.
- Excellent analysis, writing, editing and proofreading skills, including the ability to synthesise complex material clearly, accurately and compellingly.
- Fluent in English (written and spoken).
- Staff management experience.
- Demonstrable skills in growing and engaging media relations operations.
- Demonstrable working knowledge of Drupal, Mailchimp, CiviCRM database, Adobe Creative Suite, and website and social media analytics tools.
- Proactive, fast learner (with efficient and effective time management skills).
- Team player and collaborator, with willingness to work across time zones outside of regular

hours to achieve team objectives.

- Excellent organisational and strategic planning skills, and ability to successfully manage competing priorities and meet deadlines.
- Ability to work sensitively in a multicultural setting and with people and organisations representing those living with NCDs.
- Capacity to work remotely, independently and collaboratively in an international team environment.
- Availability for regular travel abroad.

**Desirable:**

- Fluent in French and/or Spanish
- Budget management experience
- Knowledge of NCD prevention and control

*Diversity and inclusion are a priority at the NCD Alliance. We are committed to cultivating a fair and healthy environment, where everyone can be themselves and thrive. We are happy to discuss flexible working options for all roles. We work to ensure that our recruitment processes are as inclusive as possible to everyone.*

**How to apply**

To apply, please send a cover letter (no more than 2 pages), Curriculum Vitae, up to 4 samples of relevant written and/or audiovisual work from your portfolio, and contact details of 2 references to [jmarquez@ncdalliance.org](mailto:jmarquez@ncdalliance.org) with **Communications Manager** in the email subject.

**Closing date for applications**

**23 January 2021.** We regret that we are only able to contact shortlisted candidates.