

VACANCY NOTICE

COMMUNICATIONS AND ADVOCACY OFFICER – FTE 0.75

WHO WE ARE:

The Global Fund Advocates Network (GFAN) is a network of over 900 advocates from more than 105 countries globally. We work via the platforms we create and support towards the goal of ensuring all people can access quality health care & services to prevent & treat HIV, tuberculosis and malaria, and can exercise their human rights including the right to health. Including this position, we are 4 staff working the equivalent of 3.5 full-time positions; staff are currently based in Canada, Ethiopia and Fiji.

WHAT WE ADVOCATE FOR:

Sustained and increased funding for health and rights that are equitably and effectively allocated, including a fully funded Global Fund to Fight AIDS, Tuberculosis and Malaria. We aim to ensure domestic investments in health are increased including funding for community-based and community-led programming and universal health coverage for all.

Our advocacy is informed by evidence, analysis and strategies to improve funding, policies and programs. We aim to be visible but more importantly, raise the profile of our members to enable them to inform and influence decision-makers in their country or regional contexts.

SKILL-SET WE ARE LOOKING FOR:

- A pro-active, skilled communicator who is as comfortable creating interesting and engaging social media and traditional content including newsletters and blog posts as they are conceptualizing, creating, researching and writing advocacy briefs, and member toolkits for action.
- Someone with a minimum 2-3 years' experience in advocating on health or other social justice issues to decision-makers (Governments, Parliamentarian, Private Sector, Non-Profits) who has a solid understanding of the various types of initiatives, strategies and tactics that advocates would employ to seek change.
- Strong preference for individuals who have a practical background in global health advocacy and specifically advocacy towards multilateral organizations like the Global Fund to Fight AIDS, Tuberculosis and Malaria.
- A preference for someone with lived experience of the impact of Global Health programs.

OUR SMALL TEAM IS LOOKING FOR A COLLEAGUE WHO:

- Brings passion and creativity to work with them every day,
- Brings a strategic approach on how to communicate regarding the 3 diseases and global health,
- Recognizes and comes up with good ideas and can also make them happen,
- Can support their colleagues to achieve their goals by sharing skills and know-how, and
- Can work independently in a virtual team, knows how to manage their time, is able to prioritize and pro-actively identifies supports needed or challenges they are facing.

WHAT THE OFFICER IS RESPONSIBLE FOR:

GENERAL RESPONSIBILITIES

1. Creating and maintaining an enabling environment throughout GFAN's digital platforms for discussion, information sharing and linking and learning through advocates common successes and challenges.
2. Facilitating “virtual” and “global” amplifications of GFAN and GFAN members’ “in-person” advocacy activities at various fora as well as representing GFAN among other civil society and community efforts related to high-level political processes and key events.
3. Seeking out opportunities for GFAN to support and represent its members and provide information sharing, linking and learning platforms to its members.
4. Taking the lead on different advocacy workstreams and campaigning as we discover the talents, skills, interests and subject matter expertise you bring with you.
5. Contributes to core “organizational” tasks (annual workplans and reports, logistics and agenda preparation for our annual meeting, and funder reporting requirements for e.g.) and other operational tasks and responsibilities as needed.

SPECIFIC RESPONSIBILITIES

1. Creating and realizing the activities of the annual Communications Plan for the Global Fund Advocates Network in collaboration with the full GFAN team, which would include but will not be limited to:
 - Collaborative key message development for civil society on critical issues and for the processes, events and activities leading up to the 8th (and subsequent) Replenishment of the Global Fund.
 - Maintaining and populating GFAN's Social Media presence.
 - Taking charge of GFAN “brand” image by leading on the design of website and social media content, as well as lay out of reports and other documents.
 - Advocacy and research briefs, toolkits and other communications tools and shareables for advocates to use in different contexts, countries and cultures.
 - Regular content creation for – and the administration of - GFAN's website, including blogs and other original content, as well as membership list maintenance.

- Preparing and sending GFAN's monthly Round-Up newsletter.
2. Leading GFAN Secretariat Support for the GFAN Speakers Bureau, this is not limited to but will include:
- Direct support to GFAN Speakers to prepare for activities that Speakers undertake as part of their duties.
 - Logistics related to Speakers events and proactive engagement with GFAN members about opportunities to highlight the expertise and knowledge of GFAN's Speakers.
 - Preparation of Speakers communications and social media assets which could include videos, social media assets and other campaign elements.
 - Renewing the Speakers Bureau according to its terms which includes leading the search, selection and training of new Speakers.

SALARY AND ADDITIONAL INFORMATION:

Employment location: GFAN employees work from their homes. Candidates are selected based on their skill set with no geographic limitation beyond having daily, reliable access to internet to be able to perform their duties.

Salary: This position is envisioned as a 0.75 FTE with a total compensation package of USD 41,250 (based on an annual 1.0 FTE of USD 55,000).

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This position reports to the GFAN Director.

Benefits: GFAN provides 4 weeks of paid annual leave, paid sick days (12/annum) and has flexibility on the days and hours worked to fulfill the FTE. GFAN also closes its offices one week per year and is always exploring other approaches to make for a supported and flexible work environment.

APPLYING FOR THE POSITION:

Deadline for Application: Thursday September 7th 2023 at noon Eastern Time/6 pm Central European Time – however interested applicants are encouraged to apply early as applications will be reviewed as they are received.

Submit all applications to: gfan@globalfundadvocatesnetwork.org with the Subject Line: YOUR NAME – Application for Communications and Advocacy Officer.

What to submit: Your CV, focusing on relevant work experience and academic background and a letter of interest which clearly addresses how you are the person who can accomplish what is needed in this position.

Interviews are expected between September 12th and 18th. While the start date is negotiable, it is assumed interested candidates would be able to begin by no later than October 24th 2023.

The Joep Lange Institute (JLI) in the Netherlands is the legal, administrative and financial host organization of the Global Fund Advocates Network.