

seed madagascar

sustainable environment, education & development

Media and Communications Intern/Officer

(Madagascar)

Position Overview

This is a fantastic opportunity for an early career Communications Intern/Officer to be based with an NGO in the heart of Madagascar.

Living in the coastal town of Fort Dauphin in the southeast of Madagascar, this role will support the team managing SEED's media and communication work. The successful candidate will work with both National and International staff to assist on a wide variety of tasks, from supporting with planning and scheduling content across our range of social media platforms, creating digital media for marketing and social media and day-to-day administration tasks. The role is predominantly office based with some ad-hoc travel to our rural projects. The diversity of activities undertaken will provide a wide-ranging experience for an early career communications and media professional who can effectively and efficiently deal with a comprehensive range of tasks related to the complex world of overseas development work.

About the organisation

SEED Madagascar is a British Charity working in partnership with communities in the south east of Madagascar. We integrate high quality community health, rural livelihoods, education infrastructure and conservation programmes to support long term, sustainable change and add to international best practice through research and publication across all of our programmatic areas. We are now looking for entry level officers to work alongside national staff and expand our team.

More information on the work of SEED can be found at www.madagascar.co.uk

Title: Media and Communications Intern - *change of title and responsibilities to Media and Communications Officer subject to passing 3-month probationary review.*

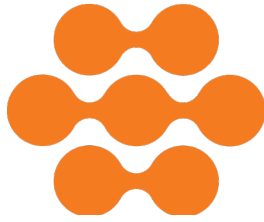
Location: Fort Dauphin, Anosy Region, Madagascar

Commitment: 12 months extendable

Salary: Voluntary, unsalaried, contribution to living expenses and insurance

Duties and responsibilities

- Create and write social media, website and newsletter content with staff across all departments in line with SEED's strategy
- Work with the Senior Media and Communications Officer to develop and edit content, ensuring different platforms are used to best advantage SEED's positioning
- Provide timely, day to day monitoring and replying to questions and debates across platforms
- Support the development of individual giving and fundraising campaigns, through all stages



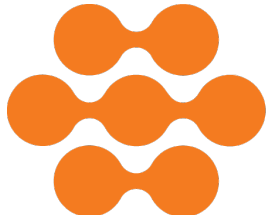
seed madagascar

sustainable environment, education & development

- Work with the Senior Media and Communications Officer and Project Officers to storyboard and develop content as well as engaging and creative social media and awareness-raising campaigns
- Support the review and evaluation of social media platforms against marketing KPIs
- Occasional travel to field sites to generate content to be used on social media and other outlets at the direction of Senior Media and Communications Officer
- Shoot and edit visual high quality content that documents project activities at a national and international level
- Build capacity within the wider team, improving communication between teams internally and with external partners
- Support with the promotion of the organisation through editing blogs and articles
- Work with the IT Officer to maintain and advance the organisation's website
- Ensure distinctive and consistent brand identity across all communication outputs
- Provide research as directed on industry trends, potential partners and content topics
- Ensure all of SEEDs policies and procedures are evident throughout the work of the department, including those for safeguarding, whistleblowing and anti-corruption, and undertake continual training to ensure these are promoted at all times
- Complete other ad-hoc tasks as required by the Senior Media and Communications Officer, International Operations Manager, or Director of Programmes and Operations to further the aims and work of the organisation.

Person specification

- Demonstrate a working knowledge of high-quality photo and video content generation and management
- Have experience of creating social media content, marketing or promotional work in line with SEEDs values
- Willingness to develop visual content using editing skills with software including Canva
- Display exceptional verbal and written communication skills
- Be able to communicate the organisation's ethos and mission to national and international audiences through photography, videography and copy writing
- Have passion, curiosity and motivation for the job and the ability to enthuse others
- Be punctual and be able to work to tight deadlines in an organised manner and to a high standard
- Demonstrate an interest in conservation and community development
- Demonstrate an understanding of and commitment to SEED's ethos, values and approach and be a good ambassador for the organisation at all times
- Demonstrate proven ability to recognise and appropriately deal with challenging situations
- Have the ability and desire to build capacity and share skills across cultures and work with teams from different economic and cultural backgrounds and across multiple language barriers
- Demonstrate an awareness of and comfort with increased social and professional responsibility, being culturally sensitive and respectful at all times



seed madagascar

sustainable environment, education & development

- Demonstrate the ability, social skills and confidence to give clear guidance and support to other members of the team in respect of the philosophy and procedures of SEED in order to protect both their safety and the reputation of the NGO
- Be able to work to and advocate for all of SEEDs policies and procedures, safeguarding those that SEED works with and reporting any concerns appropriately
- Have a flexible and patient attitude
- Have excellent problem-solving skills
- Be able to work both independently and as part of a team
- Be capable and comfortable adapting to life in a less developed country with sometimes basic living conditions
- Be fluent in English to a high standard. Basic working knowledge of French is desirable though not essential

Application procedure

Interested applicants should send a CV and covering letter in English outlining why they wish to take up this position and how their skills and experience match the requirements in the job description criteria to SEED Madagascar Director of Programmes and Operations, Lisa Bass by email on lisa@seedmadagascar.org

Applications deadline: 29th February 2024 at 23:59 GMT. Applications will be reviewed on an ongoing basis throughout this period. Candidates will complete an exercise, long-listed applicants will have an initial informal interview with Madagascar based staff and short-listed applicants will then be offered an interview with the London team.

SEED Madagascar actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.