



## Africa Monitoring and Communications Officer

### Job Description

#### About The International Tree Foundation

We are a respected charity that works with local groups in Africa and the UK to restore forests and woodlands, conserve habitats rich in biodiversity, and that helps communities improve their livelihoods. We are passionate about trees and the huge benefits they can have for people and planet. We care for the planet, and we care for people, including our staff.

#### Overall purpose

As the Africa Monitoring and Communications Officer, you'll work closely with both the Africa team and comms team. You'll be instrumental in revitalizing the Africa internal and external communications strategy, development and dissemination of publicity material. You'll be key to identifying new funding opportunities and coordinating the creation of high-quality grant proposals and reports. You'll work with colleagues and ITF's local partners to demonstrate the impact of our work in Africa through stories, photos, and videos.

#### Location

- Kenya with occasional travel in the region

#### Line managed by

- Africa Programme Manager with matrix management by the Communications and Engagement Manager based in the UK

#### CORE DUTIES

##### 1. Monitoring (approx. 35%)

- Work closely with the Africa team to provide vital programmes support by monitoring project deadlines, key milestones and implementation schedule.
- Work closely with ITF's GIS officer and partners to ensure accurate GIS data is gathered
- To help develop interactive maps that show key data on ITF projects (planting areas, number of trees planted, species mix, livelihood outcomes, etc).
- Engage with partners to ensure that they are able to record accurate information using the ITF Tree App.

- Regularly analyse programme data on livelihood improvement and socio-economic empowerment initiatives and present summary information in a timely manner on progress by project.
- Regularly analyse project data on tree survival rates and present summary information in a timely manner on progress by project.
- Help coordinate gathering and presentation of outcome monitoring data relating to Africa programmes for donor reporting, board reports and ITF's impact reports.

## 2. **Communications** (approx. 50%)

- Working with the communications and engagement team and programmes team to gather and generate content that demonstrates the impact of our work, including stories, interviews and reports for multiple audiences.
- Working with other ITF colleagues and partners to collect, edit and store photos, quotes, videos, project reports and fact sheets, in an accessible way.
- Develop packs of comms materials for different donors, for ITF campaigns and for ITF's website.
- Write copy for publications, email newsletter, reports, campaigns and appeals, both print and digital and social media where needed.
- Support the team in developing fundraising materials such as pitch-decks and proposals.

## 3. **General support** (approx. 15%)

- Support the communications and engagement team with ad hoc tasks and general administration
- Support the Africa team with additional projects, where agreed with the line manager
- Support the Kenyan office on general administration, etiquette and operation.
- Participate and contribute to staff team meetings and activities
- Undertake other responsibilities not outlined above which are appropriate with a role of this nature and which have been discussed and agreed with the line manager

All staff are expected to contribute towards developing a supportive working environment, and demonstrate a commitment to professionalism and respect, transparency and accountability and uphold quality standards as outlined in policies and procedures, and in compliance with ITF's Diversity and Equal Opportunities Policies.

## **Knowledge and experience**

### **Essential**

- Experience of gathering and creating high quality video, photos and stories for diverse audiences
- Ability to work respectfully with local communities and ITF's partners
- Proven ability to design, deliver and edit high-quality written material for social media, websites, emails, newsletters, presentations, etc
- Highly organised in storing documents and data
- Ability to analyse data and create useable reports

- Flexible and adaptable within a team setting with openness to learn new skills
- Able to manage multiple and complex tasks and to work under pressure within a multi-cultural team to meet deadlines
- Demonstrable skills in initiative taking and critical thinking; able to question and improve on current ways of working and proactively seek solutions

**Desirable**

- Knowledge of database management and data analysis
- Knowledge of GIS systems
- Experience of managing social media accounts

## Terms and conditions

Hours:	40 hours per week 9-5pm (hours may be flexible in agreement with line manager)
Location:	A mixture of home-working, office-based (minimum 3 days) and approximately 40% in the field that will be agreed upon with your line manager
Probationary period:	6 months
Holidays:	23 days per annum plus statutory holidays according to Kenya labour law
Health insurance:	Private Health insurance scheme for self and immediate family members.

- Flexible working arrangements can be considered
- ITF is an equal opportunities employer and values diversity

## To apply

To apply, please send a one-page cover letter and your CV to [jobs@internationaltreefoundation.org](mailto:jobs@internationaltreefoundation.org)

### **Please note,**

**We can only consider applications from people living in Kenya.  
Please indicate the name of the post you are applying for in the subject line of your email.  
Any applications without a cover letter will not be considered.**

**Closing date:** 19<sup>th</sup> May 2024

**Planned interview date:** 29<sup>th</sup> May 2024.

If you have any questions about the job, please email [jobs@internationaltreefoundation.org](mailto:jobs@internationaltreefoundation.org)