

## Job Posting

### Sphere Communications Manager



**Join Sphere to drive its global communications with a dynamic and growing humanitarian community! As part of a small team, the Communications Manager will be crafting an innovative communications strategy as it builds a network spanning every region, multiple languages, and the launch of the 2018 Sphere Handbook, one of the most widely recognized tools for quality and accountability in the humanitarian sector.**

#### Background

Established in 1997, Sphere is based on two core beliefs: that all possible steps should be taken to address human suffering arising out of crisis, and that those affected by crisis have a right to life with dignity. The Sphere Handbook was developed to contribute to the professionalization of the humanitarian sector, built on a common foundation of humanitarian principles, quality, and accountability. Increasingly, the Handbook is used by a diverse range of people and organizations working in humanitarian action who use the Sphere standards to build capacity, design quality programmes, monitor effectiveness, and advocate for improved humanitarian outcomes. It is a common operational language which allows for better and more effective response globally.

Sphere is recruiting a dynamic and savvy communications professional to connect and mobilize the current network of some 80,000 practitioners, 50 country-level advocates, and nearly 100 trainers working across at least 149 countries. With the launch of the revised 2018 Handbook, there is a real opportunity to drive communications across traditional and innovative platforms, expanding social media and digital presence, launch new approaches, and build an ever-larger network of active contributors, learners, and practitioners. As a part of this, Sphere is looking to develop a more strategic and active digital footprint from 2018.

#### ***The Communications Manager will:***

- Lead on the development of Sphere's communication and social media strategy to optimize outreach, growth, and learning related to Sphere and its network of practitioners.
- Lead on the development and management of all Sphere digital communications platforms (website, app, social media, etc), working across the office team as the ICT focal point
- Collaborate closely with the team members to build a coherent approach to communications supporting advocacy, network development, training, and learning across multiple languages, audiences and operational contexts
- Manage and deliver global launch of the Sphere Handbook in 2018.
- Update and refresh Sphere's branding strategy and products
- Develop partnerships and corporate relationships for co-creation and leveraged communications across markets
- Establish and manage projects in support of the communications and digital strategy
- Represent Sphere with the broadest range of external stakeholders, advocates and supporters

**To take up this challenge,** you will be an experienced and confirmed professional who can manage multiple platforms and methods of communication to support Sphere's future direction and evolving organizational profile. You understand the current and emerging trends in communications tools and content, and how to optimize them to reach a diverse audience. You have perfect written English and are able to read, write and represent our work in at least one of Sphere's other operational languages (French, Spanish, Arabic). Experience in humanitarian operations and organizations will be a definite asset.

The Communications Manager reports directly to the Executive Director.

### **Recruitment Process**

This position is recruited as a full-time role based in the Geneva office and candidates wishing to work in Switzerland must hold a valid Swiss work permit.

Please send your CV, letter of motivation, writing sample, and a sample communications portfolio to: [recruitment@sphereproject.org](mailto:recruitment@sphereproject.org)

**Application deadline: 30 August 2017.**

Applications will be considered as they are received. Only shortlisted candidates will be contacted directly by Sphere.