



MEDICAL AID FOR PALESTINIANS

JOB DESCRIPTION

Job Title	Communications Officer
Location	Ramallah City
MAP's Mission	Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation and displacement in the occupied Palestinian territory (oPt) and Palestinian refugee camps of Lebanon.
Job Purpose	To support the communication and visibility of MAP's programs and campaigns and support the work of the fundraising team
Hours	35 hours per week
Salary Range	107,700 NIS
Reporting to	Advocacy and Communications Manager in the West Bank
Key Internal relationships	Advocacy and Campaigns Team (London), Gaza Team, West Bank Team, Fundraising Team (in London)
Key External relationships	MAP donors and supporters
Contract	12 months, with possibility of extension

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.



1. Duties and key responsibilities

Communications

- Coordinate the work of external communications suppliers including photographers, videographers and producers and commissioned journalists working with MAP
- Write stories, blog posts and other communications outputs for MAP's digital channels
- Support the work of the fundraising team by collecting the required communication material for appeals.
- Work closely with program teams and the fundraising team on meeting the communication requirements of MAP donors.
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- Work closely with program teams and the fundraising team on meeting the communication requirements of MAP donors.
- Support program teams in writing communication and visibility plans in project proposals.
- Conduct and write up interviews with staff, partners and service users and collect case studies – including photography and simple video – to demonstrate MAP's impact and highlight key advocacy issues
- Identify opportunities to work with partners and community members to co-produce communications products and initiatives, and gather feedback on outputs
- Translate materials and review translations provided by external suppliers
- Ensure visibility of MAP and local partners in programme communications.
- Support collection and creation of stories, case studies and other materials for fundraising

Fundraising:

2. General Responsibilities

- Support the mission, ethos and values of MAP.
- Carry out other associated duties as may arise in line with the broad remit of the position.
- Support and promote diversity and equality of opportunity in the workplace.
- Work collaboratively with others in all aspects of our work.



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- Represent and be an ambassador for MAP.
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Maintain and improve competencies through continuous professional development.
- Abide by organisational policies, codes of conduct and practices.
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and MAP data.

PERSON SPECIFICATION

Experience

- Relevant experience in a communications, advocacy and research role
- Experience of networking with NGOs, UN agencies and media
- Experience in photography and producing or overseeing production of short videos is desirable
- Quantitative and qualitative research skills, in particular interviewing
- Familiarity with key organisations providing and/or advocating for healthcare to Palestinians in the oPt is desirable

Skills and abilities

- Sensitive approach to interviewing, guided by principles of consent and dignity
- Strong social media and IT skills
- Ability to produce good quality still images.
- Excellent written and spoken English and Arabic
- Strong appreciation of risks facing MAP and the need to adhere to agreed policy guidelines in communications.
- Strong time management and prioritization skills

Knowledge and training

- Undergraduate qualification in political science, communication, advocacy or related field, or equivalent work experience
- Good understanding of the political contexts affecting access to healthcare in Gaza. Understanding of international law is desirable.
- Good understanding of issues relating to health and health systems for Palestinians in the oPt is desirable

Personal attributes and other requirements

- Collaborative and supportive approach to work
- Commitment to anti-discriminatory practice and equal opportunities.
- An ability to apply awareness of diversity issues to all areas of work.
- Commitment to the values and ethos of MAP.
- Able to work flexibly in emergencies and otherwise.

