

# Communications Officer At Right To Play

**Organization:** Right To Play – Uganda Office

**Department/Division:** Marketing & Communications

**Reports to:** Country Director

**Work Location:** Kampala, Uganda

**Authorized to work in:** Uganda (Eligible to work legally without visa or work permit sponsorship)

**Target Hiring Salary:** Starting from UGX. **4,463,144 per month** (before taxes)

**Target Start Date:** Immediately

**Contract Duration:** 12 Months Contract with possibility of renewal based on performance and availability of funding

**Application Closing Date:** March 10, 2025 23:59 EAT

## **ABOUT US:**

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

## **OUR CULTURE:**

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

## **ROLE SUMMARY:**

The Communications Officer reports directly to the Country Director (CD) or Head of Office (HOO) in the respective country and technically to the Communications Manager, Country Programs (HQ). The incumbent also works closely with and receives guidance from the Marketing and Communications Team at Right To Play's Headquarters.

The Communications Officer is responsible for leading the Country Office's communications activities, and for contributing to the organization's marketing and communications objectives.

The Communications Officer contributes to building and enhancing Right To Play's overall public image and brand awareness in the country through public outreach, media relations, and social media management. The incumbent supports local advocacy and fundraising efforts and project success by creating effective advocacy and communications materials and supports with coordination and communication for events and visits from key stakeholders.

The Communications Officer is an important part of the Global Communications Team. The incumbent contributes to Right To Play's global fundraising and awareness efforts by collecting and developing multimedia content that communicates the impact of our programs on the lives of children and youth.

The incumbent works closely with the Country Office's Program Manager, and Monitoring, Evaluation and Learning Specialist

## **WHAT YOU'LL DO:**

### **#1: Planning and Compliance building (35% of Time):**

- Develops and implements an annual communications plan, in line with the Country Office's strategy plan and the needs of program funders and Right To Play's global communications objectives and plan.
- Ensures that all communications materials and messages are in-line with project grant agreements and donor requirements.
- Conducts field visits to project sites and ensures proper dissemination of information for events and success stories.
- Ensures proper documentation of communications materials.
- Conducts ongoing review of the communications plan and communications components of country action and strategic plans to ensure compliance; identifies gap areas and recommends solutions.
- Ensures RTP promotion of various International "Days" such as Child Day, Diabetes Day are in-line with national strategy and behavioural and social goals.
- Facilitates field visits by VIPs including donors, partners, board members, Athlete Ambassadors, media, global staff and international consultants working for Right To Play in the respective country. This includes planning events, developing itineraries, etc.
- Plays a key role in the development and dissemination of behaviour change communication messages and social mobilization campaigns.
- Ensures compliance with Right To Play brand and messaging guidelines, Right To Play Policies (including in particular, Right To Play's Child Safeguarding policy), and other policies as needed, and any relevant government legislation.
- Contributes to the Global Communications Team by attending quarterly meetings and supporting on special projects.

### **#2: Communication(35% of Time):**

- Develops systems for effective and efficient communications and best practice sharing within the country office.
- Creates compelling photo, video, and written collateral and content that communicates Right To Play's work and impact.
- Collaborates with the HQ Communications and Marketing Team to fulfill communications

- requests · Oversees photo, video and message archiving in the Country Office
- Develops a system to produce personal stories, quotes and photographs of Coaches and children in our programs; oversees photo archiving.
- Develops informational and promotional material on RTP projects.
- Trains country team on the value and usage of the brand.
- Liaises with printing and design companies, edits design when required.
- Oversees and approves all print proofs in the country before being printed including T-shirts and documents.
- Creates and edits designs for communications materials and brand merchandise and liaises with printing and design companies to see them realised.
- Manages the Country Offices social media and communication platforms including Twitter, Facebook, Instagram, Facebook Workplace, Sharepoint and Playspace. As part of their social media management role, the incumbent ensures that the Country Office's social media accounts are on brand and on message.
- Acts as a focal point on the "play-space" intranet, where applicable.

### **#3: Media and public relations (25% of Time):**

- Develops and maintains relationships with country, and locally based media. · Closely monitors and tracks media coverage for RTP and sport for development in country.
- Establishes contacts with media and writes media releases and success stories.
- Conducts media development activities in country to build capacity of local media to advocate for the role of sport for development and the role sport can do in meeting development goals.
- Accompanies and supports visitors to the country when delegated.
- Works with the Country Office team to develop and implement media relations strategy for any high-profile visit to the country/region including preparing background materials and relevant packages.

### **#5: Other tasks as assigned (5% of Time)**

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## **WHAT YOU'LL BRING (ESSENTIAL):**

### **EDUCATION/TRAINING/CERTIFICATION:**

- Bachelor's degree in communications, public relations, journalism or a related field.

### **EXPERIENCE:**

- 5 years' experience with I/NGOs in the country of operation in a communications role.
- Experience creating high-quality written, photographic, and video content.
- Experience collecting success stories
- Experience media relations and managing social media accounts
- Experience with graphic design
- Experience working with global colleagues
- Experience providing communications and brand training
- Experience managing building relationships with and managing external communications vendors
- Experience in working according to child protection and child safeguarding best practices, especially with regards to photography and videography involving minors.

## COMPETENCIES/PERSONAL ATTRIBUTES:

- Excellent interpersonal and confidence using these in a cross cultural environment
- Excellent communication skills both written and verbal
- Ability to proofread and ensure consistency and the highest quality of professional presentation in all communication products.
- A solid team player with respect for others
- Ability to understand and motivate others
- Proven ability in transferring knowledge and experience
- Adaptable with the ability to deal with stress and competing priorities
- Demonstrated professionalism and positive attitude
- Effective organization skills

## TECHNICAL SKILLS:

- Strong Office 365 skills, especially Word, PowerPoint, and Sharepoint
- Experience with Facebook, Twitter, Instagram, LinkedIn, and other social media platforms
- Experience with Canva

## DESIRED QUALIFICATIONS (An Asset):

- Experience in photography and videography (filming and editing)
- Fluent with standard photo and video editing software like Adobe Photoshop, Illustrator, Premiere Pro
- Understanding of human rights and social change issues
- French is an advantage for English-speaking countries

## LANGUAGES:

- Excellent in written and spoken English and local language(s).

## ADDITIONAL JOB RELATED CONDITIONS:

- Required to travel within the country, outside travel is possible.

## WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical insurance – up to 4 dependents, life insurance, group personal accident cover, transport allowance)
- Flexible work arrangements
- 21 days annual leave
- Up to 3 personal days per year
- Up to 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top-up and support
- Annual learning week
- Annual staff recognition awards

- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

## How to apply

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

### Application

**Link:** <https://righttoplay.hiringplatform.ca/203739-communications-officer-kampala-uganda/902732-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).