



**POSITION:** Communications and Advocacy Officer  
**REPORTING TO:** Executive Director  
**REMUNERATION:** Negotiable  
**LOCATION:** Johannesburg / Cape Town, South Africa  
**START DATE:** ASAP



## **Background**

The Learning Trust (TLT) supports the After School sector in South Africa by developing quality practitioners and building sustainable organisations. Since its inception in 2010, TLT has supported the development of over 180 emerging community-based organisations. Our well-directed financial support, technical training, mentoring and coaching in a variety of organisational development areas, significantly accelerates our partners' growth towards accountability and sustainability. As part of building the sector, TLT has convened a Catch-up Coalition of partners that delivers multiple collaborative projects to collectively address learning backlogs.

## **Purpose of the Job**

Lead Advocacy & Communications to demonstrate the impact of After School and enhance the visibility of ASPs as a strategic lever in the education system

## **Key Performance Areas**

### **Strategy Development**

- Support the Executive Director and national team in co-developing the organisational strategy, providing regular feedback for ongoing development.
- Develop, review and implement the organisational strategy on Communications and Advocacy in collaboration with the Executive Director.
- Using the organisational strategy, and working in collaboration with the Executive Director, develop and continue to review and refine sector-building plans.

### **Strengthening Communications**

- Design and produce content for TLT event invitations, presentations, training materials, learning briefs, reports, marketing blurbs, campaign announcements, etc.
- Create and curate content for TLT website as informed by comms and OD strategy.
- Create and curate content for TLT's social media pages as informed by comms strategy.

- Develop content, design and produce TLT’s quarterly newsletter.
- Develop content, design and produce TLT’s annual report with support from Executive Director and national team.
- Develop a communication plan and produce content for TLT’s Catch-up Coalition project.

### **Building Advocacy**

- Creatively articulate TLT’s value add: the success, impact, highlights of our work in the After School sector and valuable research outcomes online.
- Publish position papers, Op-eds and other features on various media publication platforms
- Promote #AfterSchoolWorks, #LightsOnAfterschool and other arising campaigns through relevant content published in TLT’s newsletter, website, social media, etc. as informed by advocacy strategy with support from Executive Director.
- Attend relevant events & meetings (conferences, symposiums, dialogues, summits, imbizos, policy presentations) for advocacy-driven presentations and/or networking to build TLT’s advocacy footprint.

### **Supporting Research**

- Synthesise international and local academic research into short, accessible, and powerful briefs/illustrations/infographics/video presentations on the importance and impact of After School/extended-learning activities.
- Collaborate with Operations Director and Programme Officers to identify relevant grantee best practice models and capture lessons in various multimedia forms for sharing on comms platforms.

### **Competencies**

- Communication skills – verbal and written
- Creativity & Technical competencies
- Strategic outlook and alignment
- Action orientation
- Initiative and drive
- Continuous professional development
- Results orientation
- Collaborations & Teamwork
- Valuing people
- Self-knowledge and development

### **How to apply**

Interested applicants should submit the following by e-mail to [loba@ngorecruit.com](mailto:loba@ngorecruit.com) quoting reference number **TCO001**:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with The Learning Trust’s mission and the unique qualities you will bring to this role

Application Deadline: 20 January 2023

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about The Learning Trust, visit their [website](#) and social media pages: [Facebook](#), [Instagram](#), [Twitter](#), and [LinkedIn](#).