



Increasing Impact Through Collective Action

We believe people in crisis have the right to assistance
We believe, in the right conditions, CVA is the best way of supporting people in crisis
We believe CVA offers dignity, choice and the right to self determination
We believe in collective action

Role Title

Communications Officer – Spanish Lead

Role Purpose

Effective communications are essential for CaLP to deliver on its strategy. The Communications Officer – Spanish Lead, is a broad communications role with opportunities to develop and specialise. The role holder works across the whole team leading elements of work in English while being responsible for all external communications in Spanish, ensuring that all communications are in line with the agreed strategy. Working as part of a self-organising sub team – the role holder will work with others to co-plan and ensure standards communications standards are met across.

CaLP Purpose

CaLP is a dynamic global network of over 90 organisations engaged in the critical areas of policy, practice and research in humanitarian cash and voucher assistance (CVA) and financial assistance more broadly. Collectively, CaLP members deliver the vast majority of humanitarian CVA worldwide.

We envision a future where people are enabled to overcome crises with dignity, by exercising choice and their right to self-determination.

The purpose of the CaLP network is to maximise the potential that humanitarian CVA can bring to people in contexts of crisis, as one component of broader financial assistance. To do this we catalyse the power, knowledge and capacities of our diverse global network, alongside other local, national, regional and global actors, all of whom are seeking to secure better outcomes for people living in crisis contexts. Our role as a collective is to generate alignment in the approaches and actions of those within and across our network, in order to help optimise the quality and scale of humanitarian CVA.

What makes CaLP unique is its diversity. CaLP members currently include local and international non-governmental organisations, United Nations agencies, the Red Cross/Crescent Movement, donors, specialist social innovation, technology and financial services companies, researchers and academics, and individual practitioners.

As a CaLP team, we work with and for the CaLP network – keeping our vision front and centre. Working impartially, we engage with the network to generate evidence, we facilitate dialogue, we challenge and

<p>question, we draw together good practices and promote their uptake. We play a key role in creating the impetus and means for thought leadership and convene network members to generate futures-thinking agendas. We mobilise the membership and the wider network to look for collective solutions to collective problems.</p>	
<p>How we aim to work as the CaLP team</p>	
<p>We strive to work collaboratively with the network and as a team. All of us, in some way, influence, communicate, manage knowledge, share learning and administer to get things done.</p> <p>We work as one team and in many sub teams, we also create task teams to drive forward specific activities and then disband them when the job is done. Many teams are largely self-organising, agreeing ways of working that make sense for the task at hand with devolved decision-making that gives us space to act to meet our own responsibilities.</p> <p>This way of working can take time to get used to, it's not perfect and we're constantly seeking to strengthen it. This fluidity and team work brings huge benefits, in that it allows us to remain agile, explore, learn as we go, adapt further and get better at what we do, in service of our goals.</p>	
Role grade:	AAH US Grade 6
Management support line:	Head of Communications and Digital Platforms
Management support for:	None
Budget responsibility:	Yes
Key Accountabilities:	<ul style="list-style-type: none"> • Lead on the planning and implementation of communications in Spanish, in line with overall communications strategy and standards. • Work with other Communications Officers as a self-organising unit to develop the necessary standards, processes and solutions to ensure quality translation and production of communication products. • Map and develop contacts with relevant Spanish language institutions, influencers and communications channels to ensure wide reach to key audiences. • Ensure that Spanish language communications are based on and informed by the regional strategy and workplan and in line with the overall communications strategy. • Develop and manage plans for the translation / development of resources (Spanish/English), assessing feasibility with all who are involved to ensure the pipeline represents a realistic and manageable workload. • Manage the relationship with Spanish translators and interpreters, ensuring agreed quality standards are met. • Develop persuasive copy in both Spanish and English (for website, social media, mass emails) - ensuring consistent messaging and standards. • Undertake non-technical proofreading of new resources developed in or translated to Spanish. • Coordinate with other CaLP colleagues and members to undertake a technical proofreading of new resources developed in/translated to Spanish.

	<ul style="list-style-type: none"> • Update and maintain Spanish language pages of the website, in line with an overall coordinated approach. • Manage the Spanish digital channels (social media, email, newsletters) and create Spanish language digital content. • Coordinate approvals of external uploads, ensuring compliance with guidelines. • Develop and implement plans to promote resources, webinars, events and courses, both generally and targeting specific audiences (Spanish and English). • Occasionally complete paperwork to ensure successful procurement processes for events/publications. • Respond to external enquiries, signposting to materials or redirecting as needed, enhancing engagement in the process • Act as a resource person on a specialist area within comms (area to be agreed) - providing guidance to other comms colleagues as needed. • Contribute to the maintenance of contact management systems • Provide administrative support • Ensure content adheres to appropriate policy and legal requirements, and that necessary checks happen before publishing
Essential Technical Skills, Experience & Knowledge	<ul style="list-style-type: none"> • Degree level education in a relevant field e.g., communications, administration, or equivalent level of experience and competence. • Excellent analytical and writing skills. • Excellent organizational skills, with the ability to manage multiple tasks and competing priorities. • Comfortable with social media and online community building. • Demonstrable attention to detail. • Advanced computer skills. • Excellent interpersonal skills. • Excellent administrative skills. • Ability to communicate fluently in Spanish and English both verbally and in writing
Desirable attributes	<ul style="list-style-type: none"> • Work experience in the humanitarian sector. • Understanding of cash and voucher assistance (CVA). • Fluency in Arabic or French. • Experience of working in a virtual network or remote team. • Ability to travel occasionally.
<p>Role profiles are living documents, and aren't an exhaustive list of things to do. The role may require other reasonable duties. As with everything, flexibility is the name of the game.</p>	

Last updated: 22 March 2021