

International Food Security & Nutrition Civil Society Mechanism (CSM) Secretariat

Terms of Reference (ToR) - Communications Officer

Background

In 2009, the Committee on World Food Security (CFS) underwent reform, and Member States recognised the right of CSOs to autonomously establish a global mechanism for food security and nutrition which will function as a facilitating body for CSO/NGOs consultation and participation in the CFS. In response, CSOs endorsed a proposal for the establishment of the International Food Security & Nutrition Civil Society Mechanism (CSM) during a Consultation in October 2010, which was subsequently acknowledged by CFS Member States during the 36th Session of the CFS in the same month.

The CSM is the largest international mechanism of civil society organisations (CSOs) seeking to influence agriculture, food security and nutrition policies and actions, at the national, regional and global levels. Currently, the CSM is reaching out to over 900 CSOs in all continents, sharing information with them on global policy debates and processes, promoting civil society consultations and dialogue, supporting national and regional advocacy and facilitating the participation of a diverse range of CSOs, all in the context of the CFS.

The CSM Secretariat, which maintains a politically neutral role within the CSM, is dedicated to facilitating the functions of the CSM, including organising an annual CSO Forum, and providing inter-sessional support to the 4 CSO representatives on the CFS Advisory Group and the CSM Coordination Committee with their work at the national, regional and global levels. The Secretariat is also responsible for providing on a daily basis, overall coordination, logistic, financial and communication support to increase the overall capacity of the CSM and its members. Special efforts are made to engage in outreach activities and awareness raising to continually expand CSO participation in the CSM and to support CSO engagement and inputs into the key CFS policy negotiations and activities.

Responsibilities

Communications

- Develop and oversee a CSM communications and media strategy, including communications budget
- Administer the CSM website, including shifting the website to a more interactive platform
- Produce regular updates on the work of both the CFS and the CSM (AG members, Coordination Committee, Working Groups and Secretariat) and share with CSM members, governments, international organisations & other relevant stakeholders via the webspaces, emails etc.
- Facilitate written translation and oral interpretation services for CSM meetings, telecons etc
- Organise CSM meetings, prepare background documents, agenda, take minutes & follow up on action points, draft work plans etc
- Assist in production of briefing materials, policy papers etc for AG members, Coordination Committee members, WG members and other CSM members

- Ensure the production of reports on activities and events facilitated through the CSM, e.g. the Annual CSM Forum, to share with CSOs/NGOs, donors and other interested stakeholders. Follow up with focal points on CC member selection processes
- Collect information from CC members on the processes of consultation, upcoming regional events, meetings etc.
- Support CC members with outreach work with other networks and organisations
- Help draft funding proposals and narrative reports for donors

Media

- Facilitate the contact of CSOs with the media
- Establish a contact list of media networks and journalists covering issues of concern to the CSM
- Coordinate CSO press team during events and processes
- Identify CSO spokespersons as necessary
- Facilitate the drafting of common media messages coherent with common policy messages facilitated through the CSM
- Draft media advisories and facilitate CSO press conferences and other media events
- Drafting a media strategy and guidelines

Logistics/admin (in support of CSM Secretariat Finance & Logistics Officer)

- For CSM facilitated meetings, provide support for flights, visas, accommodation, subsistence allowances, meeting venues, organising interpreters

Additional responsibilities

- To assist with other areas of work as agreed with CSM Secretariat Coordinator and according to time availability

Selection criteria

Essential

- Advanced university degree, relating to international agriculture, food security and nutrition with a focus on communications, or an equivalent combination of a relevant undergraduate degree, plus related work experience and on-the-job training
- At least 2 years experience of communications work relating to international food, agriculture and nutrition issues
- Dedicated to work with and support others from civil society organisations, to promote improvements in policies and actions for food security & nutrition, food sovereignty and the right to food for all.
- Commitment to, and experience in, supporting civil society participation in inter-governmental policy dialogue and decision making
- Substantial understanding of, and experience working with, peoples' organisations and social movements
- Experience in developing and administering web spaces and other social media to share information and promote dialogue
- Excellent oral and written communication skills
- Self-motivated and proactive team worker

- Fluent in English and working knowledge of French and Spanish, with commitment to develop fluency
- Ability to facilitate work in a context of intercultural and intercontinental diversity

Desirable

- Experienced web designer and social media facilitator
- Experienced in media work on international agriculture, food security & nutrition
- Fluent in English, French and Spanish