



Communications and Information Officer

Tøyen Unlimited

August 2018

Job Description

Role Title: Communications and Information Officer

Reports to: Development Manager

Group/Department: Communications

Location: Nabolagsinkubator Tøyen and Grønland

Terms: Part-time kr 450'000

Role purpose / mission

Our ambition is that social entrepreneurs become recognised as key players in building sustainable local economies while addressing wicked social problems. We unleash the potential of enterprising individuals to change their communities for the better through building and running place-based social enterprises.

Tøyen Unlimited was created to focus on breaking down the key barriers that social entrepreneurs face: being valued for their expertise and knowledge of social issues, raising capital, establishing routes to market, accessing specialist advice, understanding public sector service provision, building cross-sectorial networks, finding talent, and communicating their social impact and services.

Building on asset based community development and joining the global network of social enterprise support organisations (GSEN) Tøyen Unlimited has paved the way for the growing understanding of social enterprise in Norway. As part of our strategy we have established Norway Unlimited, with the role of scaling our knowledge and methodology to other Områdeløft areas and other interested places in Norway.

If we are to succeed we must raise the profile of social entrepreneurship across the board. This requires more of a campaign orientation and capability, as well as more joined up efforts across communications, digital, policy and funding.

As an Information Officer, you will be responsible for producing and managing brilliant material to support Unlimited's mission. Content is at the heart of the role – you will produce a cadence of stories, publications, digital content and printed materials that help to break down barriers for social entrepreneurs.

The role will enable the recruitment of high quality social entrepreneurs through managing social media channels, taking ownership of the editorial calendar and production schedule. We want to communicate better with influencers, delve deep into Unlimited's impact areas and deliver lasting social change.

Key accountabilities / outcomes

They key outcomes of this role are:

- Create and produce an ongoing cadence of content, driven by research and insight, which will help to break down the barriers for social entrepreneurs;
- Own and develop Unlimited Norway's story database, ensuring we have an impactful collection of stories to support our campaigning and influencing work;

- Support the recruitment of high quality social entrepreneurs through communications outputs that drive our outreach;
- Take ownership of our editorial calendar and production schedule, briefing external suppliers and ensuring assets are produced on brief and on time.
- Act as Unlimited’s brand guardian, ensuring partners and colleagues have the right assets to communicate our work;

Key relationships (Internal / External)

The Communications Officer reports to the Development Manager and works closely with the project leads and the Director to champion Unlimited’s tone of voice, helping colleagues to communicate effectively about our work.

Our success is measured by our ability to support social entrepreneurs to grow and increase their social impact. Being approachable and pro-active is essential to keeping abreast with success stories and strong narratives depicting the diversity of social change activated through social enterprise.

Communicating the impact of our work clearly and timely to funders, partners and supporters is a bit part of this role. This will entail strong relationships within public sector communications channels and reaching the wider public through digital media.

Experience and Capabilities	Essential	Desirable
Demonstrable organisational skills with excellent attention to detail.	x	
Curious and a quick learner happy to immerse yourself in new concepts, audiences or ideas	x	
Experience and demonstrable capacity in design of brand proposition and services which are effective and valued		x
Significant experience in being proactive and resourceful in producing high standard content with a user-centered perspective.	x	
Experience in copy-write for different audiences in line with campaigning and influencing work	x	
Excellent interpersonal skills and can communicate effectively with people at all levels and from all backgrounds, across a diversity of sectors	x	
Demonstrable success in drawing together diverse views and ideas, harnessing the best initiatives and gaining support for them		x
A degree or equivalent		x

Prior experience

It is essential to have at least 1 to 3 years experience in a communications role with experience in brand marketing as a bonus. Familiar with online and digital content management systems. Experience and knowledge in video and audio production is a huge plus.

Most pivotal qualities are of someone with a passion for creating positive and lasting social change through principles of social entrepreneurship. It is essential to be a people person who enjoys listening to the lived experience of others with compassion and understanding.

Excellent verbal and written Norwegian language and strong interpersonal skills to communicate effectively with people at all levels.

To apply please submit a cover letter and your CV to

Laura Marano: laura@toyenunlimited.no

Deadline for applications is: **31 August 2018**