

Communications advisor

Ground Truth Solutions (GTS) is looking for a Communications advisor to work as an integral member of the core team as we scale up our activities. This position holds responsibility for managing strategic communications processes in support of GTS' humanitarian reform objectives. Start date is as soon as possible, preferably based in the Vienna office.

About Ground Truth

Our mission is to ensure that people affected by crisis have a say in humanitarian action, from individual projects to global humanitarian reform. We help people all over the world to provide feedback to humanitarian agencies. Then we challenge and support those agencies to listen to feedback, and to deliver the best aid possible. Pioneering this work in the humanitarian sector, we work with the biggest and most ambitious funders and aid agencies in some 25 countries. Find out more about our current and past projects [here](#).

Main responsibilities

- Design and implement a strategic communications strategy, aimed at helping GTS to meet the objectives of its new 5-year organisational strategy through targeted communications and advocacy
- Oversee revision, upkeep and regular maintenance of content and structure of the GTS website
- Improve and maintain GTS' social media presence, through compelling regular content on GTS' results, data and thematic areas of influence, and engagement with the online humanitarian community
- Lead on the regular production of the GTS newsletter and other communications products
- Lead on the production of the GTS annual report
- Maintain consistent and compelling voice throughout all of GTS' communications and information products, from reports and policy briefs to web content, supported by a style guide and understanding of organisational 'persona'
- Ensure consistent and high-quality design and content standards in all GTS reports and data visualisations
- Working with staff, leadership and thematic experts, ensure the production and dissemination of blogs and opinion pieces at strategic moments
- Liaise with partner organisations on joint communications products and advocacy materials
- Coordinate media engagement as needed
- Assist in the production, editing or review of other GTS written materials where needed. This may include proposals, reports, presentations, donor communication, other
- Work with and oversee external consultants for editing, design, other tasks as needed

We are looking for a candidate with

- Master's Degree in a relevant field (e.g. journalism, communications, professional writing) or equivalent experience, preferably in the humanitarian or international space

- A minimum of 3-5 years of relevant experience, preferably in the field(s) of communications or advocacy
- Excellent writing skills
- Proven experience with using multiple communications channels for strategic communications
- Experience with building online communities, and an ability to stay up-to-date on communications trends and opportunities
- Field experience in multi-disciplinary, multi-national teams in complex emergencies / environments an asset
- High level of familiarity of humanitarian sector and humanitarian accountability initiatives
- Experience in engagement with UN Country Teams, government officials, local civil society, INGOs, donors an advantage
- Willingness to travel for work to crisis affected countries, including conflict settings
- Excellent communication and interpersonal skills; ability to represent Ground Truth professionally in external relations
- Strong organisation and coordination skills
- Demonstrated ability to work independently, creativity and flexibility in adjusting to challenges and opportunities
- Fluency in English is required. Proficiency in German or UN working languages an asset.

What we offer

A full time contract under Austrian law with a competitive salary package based on level of experience, 25 days of annual leave, 13 National Public holidays (or part time equivalent). Relocation allowance and professional development fund. The position will be based in Vienna – ranked the most liveable city worldwide.

Contact

For further information on this vacancy and to submit an application (CV and short cover letter) please send to hr@groundtruthsolutions.org with the subject “Communications advisor application”. Please note that only PDF files will be considered, to protect ourselves from malware. Applications will be reviewed on a rolling basis.