



JOB DESCRIPTION

POSITION: Head – Communications

LOCATION: Delhi

REPORTS TO: Team Lead

LEVEL/GRADE: AVP

About ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for the livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programs on the ground (Tier-I), working with Civil Society Organizations, Government Departments, the Corporate sector, and Multilateral / Bilateral Agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS with its head office in New Delhi has a pan-India presence having state offices in 9 states and 26 project offices. More at www.accessdev.org

ACCESS seeks a qualified and experienced person for the position of Head- Communications:

Responsibilities:

- Develops and implements a strategic communication plan for internal and external stakeholders.
- Provides leadership in developing and managing program-based communication strategy and plan in line with the organization's needs.
- Grows and expands ACCESS's and its flagship programs (Inclusive Finance India & Livelihoods India) social media presence into new social media platforms and increases presence on existing platforms including Facebook, LinkedIn, Twitter, and Instagram.
- Creates, updates and disseminates engaging graphic and written content across platforms (website, email) and social media channels on an ongoing basis and train team members to contribute productively.
- Compose, edit, design, and publish communication material such as an annual report, newsletters, leaflets, brochures, mailers, web page and blog content, business presentations, project-related communication material etc.
- Uses storytelling, photography, videography, and creative writing as tools for documentation of stories from the ground.



- Maintains and improves branding guidelines of the organization and works towards increasing organisation's visibility online through the publication of relevant stories and research findings.

Education & Experience:

Post Graduate degree in Communication from a reputed institute with at least 10 years of work experience. An experience or understanding of development sector will be an advantage.

Skills and competencies:

Competencies/Skills

- Strong writing, editing, proofreading, layout and design, professional printing/publishing skills are essential, including ability to present concepts verbally
- Familiarity with widely used graphic design software (Adobe, Corel, Photoshop etc.)
- Must possess excellent organizational and planning skills
- Superior project management and time management skills
- Strong understanding to manage current trends in digital media/social media
- Website management



Travel Requirement

- Willingness to travel 20% or more including in remote geographies within India

COMPENSATION: The salary range in this position is commensurate to industry standards and will be determined based upon the experiences and fixed as per the HR policies of the organization.

ACCESS is an Equal Opportunity Employer, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. ACCESS values diversity and inclusion, and all qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age and disability.

Interested candidates should send an up-to-date CV and cover letter addressing the above requirements to sukhbir@accessdev.org. Only short-listed candidates will be contacted. The deadline is September 30th, 2023.