



## **Terms of Reference**

### **Communications Project Manager**

**Working Hours:** Full-time (32 hours per week, 4 days per week)

**Location:** Remote; with preference for candidates based in South and South-East Asia, East and Lusophone Africa and the Caribbean

**Salary:** USD 2,500 per month (all inclusive)

**Duration:** 1 year (with the possibility of extension based on performance and funding availability)

### **About South Feminist Futures:**

[South Feminist Futures](#) (SFF) is a transnational association of members who are women, trans and non-binary people from the Global South and Black, Indigenous, people of colour who are women, trans and non-binary in the Global North (South-in-North) building solidarity between feminists across borders to shape collective visions and agendas for the future based on our history of feminist theorising and reimagining, and our determination to sustain, expand and entrench the gains of our struggles.

### **Job Overview:**

South Feminist Futures is hiring a Communications Project Manager that will report to and work directly with the SFF Coordinators, to design and oversee the implementation of an organisational communications plan that aligns with and promotes South Feminist Futures' objectives:

- a. To articulate a collective holistic South Feminist vision and agenda for transformative social, economic and political change (local to global);
- b. To facilitate knowledge sharing, collaboration, dialogue, collective strategising and agenda setting for feminist, queer and women-led organisations, movements networks activists and academics from the global south, and Black, Indigenous, and People of Colour (BIPOC) in the North (South-in-North);
- c. To promote a Global South Feminist voice and leadership in international feminist spaces, social movement mobilisations and in intergovernmental, civil society and national policy spaces.

## Main Responsibilities:

- Lead on the development and execution of the programme and organisational communications plans, ensuring alignment with organisational goals and identity to effect meaningful change;
- Lead on the development of compelling strategic communication narratives, messages and products derived from SFF's activities to support organisational and programme objectives;
- Lead on developing strategies to foster engagement with SFF's diverse range of Global South feminist communities to drive action and change;
- Lead the management, maintenance and growth of the SFF website as our flagship communications platform as well as social media platforms;
- Lead the development of and ensure adherence to communications protocols and processes;
- Manage the Communications programme team and budget
- Advise on South Feminist Futures' brand management and provide inputs on communications and information components of funding proposals.

## Requirements:

### Education and Experience:

- Master's degree or equivalent in a relevant field such as communications, journalism, etc.
- At least 7 years' experience in strategic communications in transnational feminist or social justice campaign organisations.

### Essential Skills:

**Strategic Thinking:** Ability to develop and implement communication plans and strategies that further organisational goals and drive impact.

**Project Management:** Skills in planning, organising, and executing communication projects; experience using project management software and methodologies to plan, track, and deliver communication projects effectively.

**Analytical and Problem-Solving Skills:** Ability to proactively identify and resolve communication challenges with creativity and strategic insight; Ability to analyse data and evaluate the effectiveness of communication campaigns.

**Social Media Management:** Up-to-date knowledge of digital communications strategies, tools and social media trends and best practices to engage diverse Global South feminist audiences. Proficiency in using social media platforms to engage target audiences, manage online presence, and support relevant organisational and programme goals.

**Experience with Data Analytics:** Familiarity with using data analytics to inform and enhance strategic communications. Ability to analyse data and evaluate the effectiveness of communication campaigns.

**Excellent writing and speaking skills,** with the ability to present ideas clearly and confidently. Must be proficient in English.

**Public engagement:** Knowledge of feminist public engagement ethics, principles and practices

Demonstrable knowledge of Southern feminist theories, movements and feminist communication practices and ethics.

**Interpersonal Skills:** Proven ability to build and maintain positive, collaborative relationships with internal and external stakeholders.

### **Desirable Skills:**

**Language Skills:** Fluency in multiple languages with preference for English, Spanish, French, Arabic, Portuguese.

**Graphic Design and Video Editing:** Ability to design and produce visually engaging content for digital and social media platforms, aligned with the organisation's communication goals.

### **Inclusivity Statement:**

South Feminist Futures (SFF) is committed to fostering a diverse and equitable workplace. We strongly encourage applications from women, non-binary individuals, and transgender women and men. We believe that diverse experiences and perspectives are essential to achieving our mission and creating a welcoming environment for all.

### **Application Procedures:**

Interested and qualified candidates should submit their application [here](#), including a resume and cover letter in one file, detailing their qualifications and experience relevant to the role. All applications must be submitted through our online portal by **29th August 2025 by 23H59 GMT time zone**

Please note that only shortlisted candidates will be contacted for further steps in the selection process. South Feminist Futures (SFF) reserves the right to withdraw the terms of reference or close the application process at any time without prior notice.

Thank you for your interest in joining our team. We look forward to reviewing your application. Please direct any questions to [info@southfeministfutures.org](mailto:info@southfeministfutures.org)

**Privacy: All documents submitted through this form are stored securely and accessible only to the recruitment team. Your information will be treated with strict confidentiality and used solely for the purpose of this recruitment process**