



PROGRAM MANAGER

Full-time position

Start date: March 2024 (negotiable)

12 month contract (renewable)

Location: Worldwide (remote, preference to Global South and Europe based)

The ACOS Alliance is seeking a talented Program Manager to join its small, passionate and ambitious team committed to improving safety culture and practice within global journalism.

The ACOS (A Culture of Safety) Alliance is a growing coalition of 150+ news organizations, journalist associations and press freedom NGOs working together to champion safe and responsible journalistic practices. Our mission is to embed a culture of safety across newsrooms and among freelance and local journalists worldwide through coordination, advocacy and practical, collaborative initiatives implemented with international and local partners

POSITION SUMMARY

Guided by the Executive Director, the Program Manager will develop and implement ACOS' global program of activities, including safety training courses, workshops, online projects and resources that help newsrooms and journalists embed a culture of safety within their working practices and meet the basic standards outlined in the **Freelance Journalist Safety Principles**. This key role involves liaising with a large and diverse network of international stakeholders, from media organizations and NGOs to individual journalists and safety experts to ensure that projects are delivered on time and on budget in accordance with organizational goals and objectives.

This is a highly rewarding role with the opportunity to develop new projects and partnerships in addition to managing a range of established, ongoing activities. The successful candidate will join a small and supportive team during an exciting period of organizational growth and development. We offer a friendly, flexible work environment in terms of hours and location, with opportunities for travel, training and development. In return we are looking for someone who can manage their own time and their projects effectively, has excellent communication skills, thrives in a busy environment, and is proactive, creative and analytical in their approach.

The position reports to the Executive Director and also works closely with the Head of Communications.

Please note this is a remote position with international travel required several times a year.

SPECIFIC RESPONSIBILITIES

- Develop, implement and manage program projects and activities ensuring they meet delivery schedules and adhere to program and organizational objectives
- Coordinate with project stakeholders to facilitate communication among project teams and within the ACOS Alliance
- Work with Executive Director and stakeholders to identify risks and opportunities across work and activities
- Contribute to program strategy to create annual work plan that meets the vision, goals and objectives of the ACOS Alliance and is aligned with funding
- Develop and administer program databases, administer individual projects and activities budgets and produce expenditure reports
- In collaboration with stakeholders, write project calls and applications, review applications and shortlist and selected participants)
- Work with partners to develop and create multilingual safety resources ensuring deadlines and objectives are achieved
- Oversee the monitoring and evaluation of projects and develop questionnaires, surveys and feedback to track their quality and impact in collaboration with the Head of Communications
- Work with the Head of Communications to identify case studies and impact stories from ACOS activities and projects
- Develop and administer program databases Administer individual projects and activities budgets and produce expenditure reports
- Assist in the planning and delivery of the ACOS Alliance Annual Safety Coordination meeting, providing input on the agenda, to identify potential participants and preparing presentations
- Represent ACOS at relevant meetings, conferences and events as required
- Support fundraising efforts, providing input on applications and reporting

PERSON SPECIFICATION

The Alliance is seeking a highly motivated and organized individual, with excellent organizational, analytical and communication skills, and a true team player. He/she/they should have meticulous attention to detail, be capable of working on their own initiative and able to manage multiple projects at the same time. They should be confident communicating with global stakeholders at all levels, including freelance journalists, safety experts to news organization executives and NGO leaders.

The successful candidate will be/have (E - essential, D - desired):

- 3-5 years proven experience in project management and implementation, preferably in the non-profit/human rights arena, coordinating with multiple international stakeholders (E)
- Excellent interpersonal and communication skills, able to articulate ideas with clarity and be mindful of the diversity of voices we interact with (E)
- Excellent organizational and planning skills, with ability to manage multiple projects with multiple stakeholders (E)
- Experience managing project budgets and schedules (Excel preferred) (E)
- Experience drafting MOUs with multiple stakeholders
- Experience planning and hosting meetings with multiple stakeholders (E)
- A proactive mindset, able to work as part of a team and without daily supervision, prioritizing work assignments and balancing multiple tasks
- Fluency in written and spoken English and at least a second language (preference for Spanish, French, Arabic or Russian)(E)
- Discretion and an understanding of the requirements of confidentiality (E)
- Global outlook and a passion for press freedom issues, news and current affairs (E)
- Based in the Global South or Europe (D+)
- Expertise on journalists' safety, experience in safety training would be a plus (D+)
- Knowledge/understanding of the safety needs and challenges of local and international journalists, in particular freelancers (D+)
- A working understanding of commissioning, news production and the news industry landscape (D)
- Degree in Human Rights, International Affairs or Journalism (D)
- Event planning experience (D)
- Ability to write a variety of copy (reports, website copy, op eds) (D)
- Experience managing databases (D)
- Working knowledge of Excel, Google office suite (E); confident in website CMS, Canva, social media, Submittable (D+)

TO APPLY

Please submit a cover letter (maximum 2 pages), resume and the contact information for at least two references to info@acosalliance.org. Please use "Program Manager" and your name as the subject of your email (for example, "Program Manager - Cara Smith"). Only completed applications will be reviewed and only shortlisted candidates will be contacted.

The ACOS Alliance is an equal opportunity employer that does not discriminate in its hiring practices and actively seeks a diverse applicant pool.

Deadline for applications: Monday 22 January, 2024

CREATING A CULTURE OF SAFETY FOR FREELANCE JOURNALISM

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