



PROGRAM MANAGER

Part-time position, 3 days a week

Start date: December 2022 /January 2023

12 month contract, renewable pending funding

Location: Worldwide (Remote)

Are you a talented Program Manager with an interest in journalism and press freedom? The ACOS Alliance is seeking an experienced and enthusiastic Program Manager to join a 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 130+ 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 effective coordination, cross-industry dialogue and practical, collaborative initiatives with international and local partners

POSITION SUMMARY:

The ideal candidate will have the knowledge, expertise and skills to work with the Executive Director to develop and implement ACOS' global program of activities, including safety training courses, workshops and online resources that help newsrooms and international freelance and local 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.

The ACOS Alliance is currently developing an online safety training course for news editors and once funding is confirmed, this role will also manage this project, interfacing with partners, safety experts and supporting the content creation process.

This is a highly rewarding, exciting new position for a creative and motivated individual keen to develop new projects and build valuable relationships while also managing a range of established, ongoing activities. The successful candidate will join a supportive, ambitious team

leading an effective, well respected and growing organization that has yet to realize its full potential. We offer a friendly, flexible work environment in terms of hours and location, with opportunities for travel, training and development.

The position works closely with the Executive Director and the Communications Manager, and reports to the Executive Director.

SPECIFIC RESPONSIBILITIES:

- Contribute to program strategy to create a work plan that meets the vision, goals and objectives of the ACOS Alliance and is aligned with funding
- Co-develop, manage and implement new and existing safety projects, in collaboration with stakeholders, including safety training initiatives (writing of program calls and applications, application review and selection of participants) and the creation and translation of new resources ensuring deadlines are met and targets achieved
- Oversee the monitoring and evaluation of projects by tracking and reporting on project-based metrics and seeking qualitative evidence in collaboration with the Communications Manager
- Administer individual projects and activities budgets and produce expenditure reports
- Assist in the planning and delivery of the ACOS Alliance Annual Safety Coordination meeting, from working on defining the agenda to identifying new potential participants and preparing presentations.
- Represent ACOS at relevant meetings, conferences and events as required
- Support fundraising efforts, from providing input on applications to help with reporting

PERSON SPECIFICATION:

The Alliance is seeking a highly motivated and organized individual, with excellent communication skills and a true team player. He/she/they should have meticulous attention to detail, experience working on deadlines, be capable of working on their own initiative and on several projects at the same time. They should be comfortable communicating with a range of global stakeholders, from freelance journalists to news organizations' executives.

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

- Experience in project management and implementation (E)
- Excellent interpersonal and communication skills, able to articulate ideas with clarity and be mindful of the diversity of voices we interact with (E)
- Proactive and able to work as part of a team and without daily supervision, prioritizing work assignments and balancing multiple tasks
- Highly organized and be a good planner (E)
- Discretion and an understanding of the requirements of confidentiality (E)
- Experience planning and hosting meetings with multiple stakeholders (E)

- Global outlook and a passion for press freedom issues, news and current affairs (E)
- Expertise in online learning (development of course structure, understanding of key elements, content creation) (D+)
- Expertise on journalists' safety (D), 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 or conference planning experience (D)
- Ability to write a variety of copy (reports, website copy, op eds) (D)
- Fluency in written and spoken English (E), a second language would be a plus (D)

TO APPLY:

Please submit a cover letter, resume and the contact information for at least two references to infoacos@acosalliance.org. Please use "Project Manager" and your name as the subject of your email (for example, "Project Manager - Cara Smith"). Only complete 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 21 November, 2022

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