



JOB TITLE: COMMUNICATIONS AND MEMBERSHIP MANAGER

Position: Communications and Membership Manager

Start date: 1st July 2022

Reports to: International Coordinator.

Location: Nairobi, Kenya

Salary: \$26,400 per annum

About ACCESS

The Alliance of civil society organizations (CSOs) for clean energy access (ACCESS) is a global coalition of 100 CSOs, practitioners, and research organizations. ACCESS works to advocate for people living in poverty to have access to safe, reliable, affordable energy, and for environmentally sustainable and efficient energy systems globally.

The Coalition's advocacy priorities are centered around three key work-streams which are; (a) ensuring inclusive SDG 7 implementation; (b) carrying out advocacy and engagement with multilateral development banks (MDBs), namely the Africa Development Bank (AfDB) and the World Bank Group (WBG); and (c) building member and external stakeholder knowledge and capacity building around energy access issues through the ACCESS Learning Group. The Secretariat is currently hosted by Kenya Climate Change Working Group and the Chair of KCCWG has overall responsibility for the operational management of ACCESS. The Secretariat is composed of the current host organization, KCCWG, The International Coordinator, The Program Officer, and The Communications and Member Manager.

Position summary

ACCESS Coalition seeks to recruit a Communications and Membership manager. This position supports the work of the International Coordinator and is specifically focused on developing ACCESS' communication strategies, and ensuring stronger member engagement by the Coalition.

This includes developing and implementing communication strategies for the Secretariat, both for communicating internally with members and externally with a range of audiences, advising the Regional Nodes based in East, South and West Africa on their communication strategies, and delivering communications around virtual and physical advocacy activities by ACCESS, including social media engagement. The role also supports the membership function of the Coalition including database management, membership communication, development, and support.

Candidate profile

Should have excellent technical skills in communication as well as excellent team working and interpersonal skills. You should also be able to think creatively and work well independently. Experience as a Communications Manager or equivalent in a similar role is essential; a Masters Degree in a relevant subject is desirable.

Ideally, you should have experience working with coalitions and membership-based organizations in Sub-Saharan Africa. Knowledge of a range of development and sustainable energy issues including energy access and SDG 7 transition is also desirable.



This exciting role is an opportunity for the right individual to work with us to grow and strengthen our communications and membership strategies as the ACCESS Secretariat moves to become an independent international organisation based in Nairobi, Kenya.

Main duties and responsibilities

I. Strategic communications 60%

1. Develop and implement ACCESS' global communications strategies and support the Regional Nodes to implement their strategies regionally.
2. Support the International Coordinator in the identification of new strategic communications partnerships to support and scale up ACCESS activities. This includes developing key media messages and arguments in conjunction with the International Coordinator. This includes developing social media packages and creative content in line with the organization's three advocacy areas.
3. Work with the International Coordinator and Coordination Group to develop and deliver targeted communications packages for specific ACCESS in-person and virtual events nationally, regionally, and internationally, including workshops, and conferences such as the SEforALL Forums. This includes using a range of social media channels and developing products such as press releases, briefings, tweets, and blogs.
4. Website management
5. Proactively identify opportunities to ensure regular communication with diverse external audiences to promote ACCESS advocacy, learning and capacity building, using all relevant platforms such as newsletters and social media.
6. Provide strategic advice on communications to the ACCESS Learning and Capacity Building Group, SDG7 & AfDB/World Bank Working Groups, and to the Regional Nodes.
7. Identify and develop opportunities for members to showcase and communicate their work at events, conferences, etc., and actively participate in online discussions on energy access to popularise the Coalition's Work.
8. Liaise with member organizations to support the alignment of messaging and identify opportunities for partnerships with other external organizations.
9. Prepare and disseminate summary reports, publications, and blog updates on ACCESS activities to be shared with members and the Advisory Board on a quarterly and annual basis. This also includes constant updates on the ACCESS website content.
10. Regularly monitor and evaluate the success of communications strategies for the coalition.



II. Strengthening member engagement and support 40%

1. Develop and implement a membership development and engagement strategy, working with the support of the PO.
2. Deliver regular communication activities with members to ensure effective communication and engagement to strengthen Coalition advocacy.
3. Update the existing membership database including the members portal on the website.
4. Supporting and processing new membership inquiries and applications in liaison with the Regional Coordinating Organizations (RCOs) and the PO.
5. Develop and maintain an ongoing social media presence to sustain ACCESS members' network through frequent updates and member news and blogs.

This job description is a guide to the general range of duties attached to the role and is by no means exhaustive. It is intended to be neither definitive therefore the post holder may be required to undertake other relevant and appropriate duties as required.

Essential Experience and Skills

1. Master's Degree level in a relevant discipline (preferred) with a minimum of 5 years of relevant experience in leading communications and membership engagement in coalitions, networks, or membership-based CSOs in Sub-Saharan Africa.
2. Demonstrable expertise in engaging effectively with a range of stakeholders including governments, as well as regional and international institutions, development partners, and CSOs involved in energy, development, and other relevant fields.
3. Exceptional communication, presentation, and writing skills with an ability to access and communicate information quickly and strategically.
4. Ability to represent ACCESS and curate communications targeting a range of stakeholders and audiences and to build effective relationships with member organizations, and other sector players including partners, other CSOs, and also government representatives.
5. Excellent IT and digital media skills and expertise in developing products using a range of traditional and new media.
6. Experience of creating graphics, videos, and images e.g., using Canvas.
7. Experience of managing and growing member networks for coalitions with demonstrable experience of in member engagement strategies.



KCCWG is an equal opportunities employer and does not discriminate against candidates based on their gender, age, race, origin, or nationality. Non-Kenyans with resident/work permits are welcome to apply.

For further information on ACCESS, see here: www.access-coalition.org. Further information on KCCWG is available here: www.kccwg.org.

Application Process

To apply, send your CV and a short supporting statement (max. of 400 words) outlining your suitability for this role and why this role interests you to: recruitments@kccwg.org. The applications will be received till the 17th of June 2022.