



BBC Media Action Job Description

Title:	Mentoring and Partnerships Coordinator
Department:	BBC Media Action
Grade:	7
Reports To:	Project Manager
Based:	Kathmandu with possible travel to field locations
Duration:	One Year (possibility of extension subject to funding)

Context

BBC Media Action is the BBC's international development charity. Working with media and communication to help reduce poverty and support people in claiming their rights, our aim is to inform, connect and empower people around the world. BBC Media Action reaches some 200 million people through local broadcast partners, BBC channels (especially the BBC World Service), online, mobile and print platforms and through interpersonal communication. We are currently delivering projects in 24 countries, including in Nepal. BBC Media Action has been working on communication for development projects in Nepal since 2007, giving us a well-developed understanding of Nepali audiences and significant experience of producing and evaluating media content on a range of issues to diverse target audiences.

BBC Media Action Nepal is hiring a Mentoring and Partnerships Officer to work full time for a project that is focused on building resilience of communities towards climate related natural hazards. Through this project, BBC Media Action will be working with line agencies, partners, and stakeholders to develop and share Weather and Climate Information Systems for the most vulnerable to climate change.

“The role may involve working with groups of vulnerable children and adults. For the successful candidate, mandatory training will be provided on BBC Media Action’s safeguarding policy and staff code of conduct. A police background check may form part of the recruitment process. BBC Media Action operates a zero-tolerance policy concerning all forms of abuse and exploitation of vulnerable people.”

Job purpose

Reporting to the Project Manager, the Mentoring and Partnerships Coordinator will be the focal person for coordination with media and civil society partners. S/he will be responsible for improving and strengthening BBC Media Action’s relationship and collaboration with local media and civil society partners in Nepal. The Mentoring and Partnerships Coordinator will lead training and mentoring initiatives for media partners. S/he will work collaboratively with the project and research team on the design and roll-out of Training Needs Assessment to ensure that all mentoring and training is relevant and clearly aligned to learning needs and preferred learning styles.

Main Duties

- Improve and strengthen BBC Media Action's relationship and collaboration with the local media and civil society partners.
- Support the Project team in enhancing engagement with current and prospective partners and to monitor and evaluate the effectiveness of collaboration with partners.
- Support the Project Manager in the development of memorandums of understanding, partnership agreements and joint action plans with partners.
- Take the lead in conducting Training Needs Assessment of local partners to identify learning and training priorities.
- Design and provide intensive training and mentoring for local partners in coordination with project and research teams.
- Provide training and mentoring to partners on how they can create engaging, audience led programmes.
- Maintain a database of ongoing partnerships.
- Contribute across a range of editorial activities within the Nepal team, including offering ideas for future programme topics, selecting panellists, forward planning and background research.
- Other activities as assigned by the Country Director.

Essential skills and experience

- Demonstrable creative ability.
- Production skills including producing editorial content and technical recording and post-production skills.
- A proven track record in training and mentoring teams to produce engaging content for local audiences.
- Experience in the design of training programmes and a well-developed understanding of different learning styles.
- Ability to work on own initiative and organise time effectively within a range of often conflicting deadlines.
- The ability to forge strong working relations quickly and gain the trust of project stakeholders, including partners.
- Strong interpersonal and communication skills.
- Excellent written and spoken Nepali and English.

Desirable skills and experience

- Experience using media for developmental goals.

Key competencies:

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- **Imagination/Creative Thinking:** Is able to transform creative ideas/impulses into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions.
- **Managing Relationships:** Able to build and maintain effective working relationships with a range of people. Team working.
- **Communication:** The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.

- **Analytical Thinking:** Able to simplify complex problems, process projects into component parts, explore and evaluate them systematically. Able to identify causal relationships and construct frameworks, for problem solving and/or development.
- **Influencing and Persuading:** Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **Planning and Organising:** Is able to think ahead in order to establish an effective and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Self-Development:** Able to identify and apply opportunities for learning and development.

If you are interested in applying for this position, please send a CV and Covering Letter outlining your interest in the role, and demonstrating how you fulfil the essential skills and experience, by 25th February 2024 to application@np.bbcmmediaaction.org (with job title in the subject line).