

Communications Manager, BRACE PMU Position Description

Reporting to:	BRACE Team Leader	Work location:	Ministry of Education and Training, Nuku'alofa, Tonga
Team:	BRACE Project Management Unit	Employment Type:	Part-time – 5 days per fortnight

The Communications Manager is responsible for leading, managing, and directly implementing BRACE's communications strategy and outputs in Tonga. This is a sole-practitioner role. The Manager is expected to provide strategic direction while also producing the communication materials themselves – including writing, editing, content creation, media engagement, and community-focused products.

The role ensures that project achievements, milestones, risks, and lessons learned are communicated effectively to government partners, communities, donors, and the public, in alignment with GCF, Government of Tonga, MET, and Save the Children Australia requirements.

Building the Climate Resilience of Children and Communities through the Education Sector (BRACE)

The Building the Climate Resilience of Children and Communities through the Education Sector (BRACE) initiative is a new multi-country initiative delivered in Tonga, South Sudan and Cambodia and majority funded by the Green Climate Fund (GCF). BRACE in Tonga will be delivered through a partnership between the Executing Entity (EE) the Government of Tonga, through the Ministry of Education and Training (MET), and the Accredited Entity (AE) Save the Children Australia. The BRACE Project Management Unit (PMU) will be established within MET to effectively support the Ministry to manage and implement key project-related tasks including project planning, coordination, financial management, procurement and contract management, environmental and social risk management, and monitoring and reporting throughout the project implementation period. The Procurement and Risk Officer is a key member of the PMU.

Role Requirements

Strategic Communications Leadership

- Lead the development and implementation of the BRACE Tonga Communications and Visibility Strategy.
- Provide strategic advice to the Team Leader and PMU on communication priorities, risks, and opportunities.
- Ensure communication activities are integrated into project planning and aligned with major milestones.
- Apply inclusive, culturally appropriate, and accessible communication approaches.
- Independently produce all communication outputs.

Stakeholder Engagement and Public Awareness

- Build and maintain relationships with media outlets, civil society organisations, community groups, and local government stakeholders.
- Ensure communication materials reflect the perspectives and needs of children, families, and vulnerable groups.
- Facilitate community-level communication activities that support project outcomes.

Media and Public Relations Management

- Draft, review, and finalise press releases, media briefs, speeches, and public statements.
- Manage media engagement, including interviews, site visits, and press events.

- Ensure consistent messaging and accurate representation of BRACE activities.
- Monitor media coverage and provide regular updates to the PMU.

Content Development and Knowledge Products

- Produce high-quality written and visual content, including:
 - success stories
 - case studies
 - human-interest stories
 - newsletters
 - social media content
 - fact sheets
- Develop communication products tailored for communities and key stakeholder groups.
- Create accessible, culturally appropriate materials that support behaviour change and awareness raising.
- Design tools such as posters, brochures, radio scripts, presentations, and simple guidance materials.
- Document project achievements, lessons learned, and innovations, including contributions to six-monthly and annual reports.
- Oversee and, where needed, directly coordinate production of videos, infographics, and photography, ensuring ethical and safeguarding standards.

Internal Communication and Coordination

- Prepare communication inputs for the Project Steering Committee, Technical Working Group, and Grant Management Committee.
- Provide guidance to PMU staff on communication protocols, branding, and stakeholder messaging.
- Coordinate with Save the Children Australia's communications teams to ensure alignment with organisational standards.

Compliance, Safeguarding, and Risk Management

- Ensure all communication products comply with GCF, MET, and Save the Children branding, safeguarding, and ethical standards.
- Uphold child safeguarding principles in all content collection, including informed consent, safe storytelling, and data protection.
- Identify and mitigate communication-related risks, including misinformation and reputational risks.
- Promote integrity, transparency, and respect for communities in all communication activities.

Health, Safety, Security, and Risk Management

- Act safely and comply with all workplace health and safety policies and procedures.
- Report incidents, injuries, or hazards promptly.

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Policy & Code of Conduct
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

Qualifications and Experience

Essential

- Minimum 5 years' experience in communications, with demonstrated leadership or management responsibilities
- Strong experience producing high-quality written and visual content for diverse audiences
- Experience developing communication materials for community-level use, including behaviour-change or awareness-raising tools

- Ability to translate technical information into accessible, engaging content
- Strong interpersonal and relationship-building skills
- Commitment to child safeguarding, ethical storytelling, and inclusive communication

Desirable knowledge or experience

- Strong understanding of media engagement in the Pacific; experience in Tonga is an advantage
- Experience working with government ministries, donors, or international NGOs

Desirable qualifications and/or accreditations

- Bachelor’s degree in communications, journalism, public relations, development studies, or a related field

Additional Information

- Any offer of employment will be subject to a satisfactory National Police Record Check
- Employees must sign on to Save the Children Australia’s Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Flexible working will be required including some out of office hours calls and travel.

Driver’s Licence:	Required	Travel:	Required
Working with Children Check:	N/A	Assets:	Laptop