

**Job Title** : **Communications Consultant**  
**Department** : **Communications**  
**Reporting To** : **Senior Manager, Communications & Knowledge Management**  
**No. Of Vacancies** : **1**  
**Location** : **Remote/ Home based**  
**Nature of employment** : **Part- Time**

Railway Children India (RCI) is a section 8 company registered under the Companies Act 2013 (earlier section 25) in India, working for bringing sustainable changes in the lives of children living alone or at risk on the streets.

RCI endeavours to ensure that each child living or passing through the railway stations that our organisation works with, is offered a comprehensive recovery and reintegration programme which is rights based and ensures safety, well-being and permanence.

**Job Purpose:**

This part-time position will be responsible for creating content for digital platforms. This position will be key to strengthening RCI's voice through campaigns, social media and other communication tools.

**Roles and Responsibilities**

- Ideate and execute the key communication tasks for the month including blogs, interviews, book reviews, video scripts, digital fundraising content, subject led campaign content and multiple format content for social media platforms
- Edit case stories as shared by the programmes team for documentation and amplification purposes.
- Maintain the language and tonality of the organization, basis RCI's child safeguarding policy
- Coordinate with key stakeholders within the organization for key data and content pieces
- Schedule weekly and monthly calls with the Senior Manager, Knowledge Management & Communications to share progress and concerns
- Develop a report at the end of each month for the tasks complete
- To observe all the disciplinary matters/ breach of child protection policy / quality framework and bring it into the notice of Project Coordinator for immediate rectification.
- To report any Child safeguarding issue, concern, or doubt to the concerned person as per the organisational CSP reporting procedures.
- Any other tasks assigned by the Senior Manager, Knowledge Management & Communications.

**Expected competencies:**

- A graduate in Communications (preferably) or graduate in any stream, with at least 2-3 years of experience of writing in multiple formats

- Excellent communication skills in English (Both Written and Verbal) and a flair for the language. Functional knowledge of Hindi (written) would be an addition.
- Editing, Writing and adapting to different communications formats.
- Knowledge of child protection issues would be an added advantage.

**Expected attitude:**

- Sensitive to the rights of children, especially on child protection and gender issues
  - Flexibility and ability to work as part of a team.
  - Sense of balance and ability to work under pressure.
  - Commitment towards working for the cause of children
  - Conduct yourself in accordance with the rules of 'Child Safeguarding Policy' and 'Code of Conduct Policy' in your Professional and Personal life-which includes reporting suspicions of child abuse or any breach of these policies
- **Additional attitude (s)**
    - as per the Job description

**Compensation offered:**

The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

**Job Reference:**

**'Communications Consultant – RCI'**

**To Apply:**

The eligible candidates may send their application along with a cover letter at [careers.india@railwaychildren.org.in](mailto:careers.india@railwaychildren.org.in) by 15/12/2023. Please mention 'job reference – CC-Part Time' in subject line of application. Applications received without correct subject line will not be reviewed.

'At Railway Children India we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children are recruited. This post is subject to a range of vetting checks including police verification.'

Due to the high volume of applications often received, only those found suitable for the role will be contacted.